



## Manager, Government Relations *Job Posting*

**Company:** Kansas Electric Cooperatives, Inc.  
**Job Classification:** Full-Time, Exempt  
**Work Schedule:** Generally, Monday-Friday, 8:00 am-5:00 pm. Ability to work evening hours, if needed. Weekend hours may be required on occasion. Extended days often required during legislative session and while traveling.  
**Reports to:** Vice President of Government Relations and Legal Counsel  
**Location:** Topeka, KS

### Primary Accountabilities:

- Strengthen KEC's support for cooperative members' and the association's advocacy efforts, manage grasstops/grassroots programming. Effectively communicate electric cooperative policy priorities in a variety of forums, assist KEC Government Relations in executing the department's mission.

### Major Duties:

- Manage Co-ops Vote/grassroots programs. Conduct activities that involve directors, employees and members of Kansas electric cooperatives in advocacy efforts and build relationships with local policymakers.
- Manage KEC's legislative bill tracking.
- Support efforts to promote political involvement of member systems through the development and implementation of KEC's three-part advocacy program of direct lobbying, relationship building, and financially supporting cooperative-minded candidates.
- Serve as a registered Kansas lobbyist and actively represent KEC's interests before the legislature and assist with outreach to the Kansas Congressional delegation.
- Effectively communicate KEC policy positions through direct conversations, presentations, and written statements.
- Assist in planning and conducting the annual Day at the Capitol, DC Fly-ins, annual Legislative Reception and general KEC events.
- Assist in developing and implementing legislative strategies in accordance with association direction and applicable state and federal ethics and laws.
- Assist with PAC coordination.
- In collaboration with KEC's Communications Department assist in development of Government Relations advocacy resource materials including newsletters, reports, presentations, brochures and digital content, updates and legislative summaries.
- Serve as a KEC staff liaison to members, NRECA, industry partners, agencies, and other associations.
- Support the Government Relations team in their program of work and support KEC's overall mission of service to, and support of, electric cooperatives.
- Provide general assistance to KEC staff and overall programming as needed including, but not limited to, meetings, training, and special events or projects.
- Other duties as assigned.



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### **Qualifications:**

- College degree.
- At least two (2) years' experience related to the electric industry, advocacy, lobbying, the Kansas Legislature, government agencies, political parties or campaigns is preferred.
- While not required, education or background in communications or law is preferred.
- Must have excellent oral and written communication skills and demonstrated understanding of the importance of maintaining brand messaging.
- Ability to create and effectively present dynamic presentations.
- Ability to plan, organize, and follow through under strict deadlines and work under pressure.
- Ability to handle a high volume of work efficiently and effectively, while handling multiple projects simultaneously.
- Demonstrated attention to accuracy.
- Ability to meet people easily and win other's confidence.
- Must be able to work independently and collaboratively.
- Must exercise good judgment and act in accordance with KEC policies, while providing excellent member service.
- Must desire to keep up with current issues facing electric cooperatives and the impacts these issues have on KEC, its members and its communities.
- Ability to work on matters requiring a high degree of confidentiality.
- Ability to accurately assess needs, maintaining a calm business demeanor and taking quick action to resolve issues.
- Must be able to work with all cooperative employees and diversified groups in the best interest of KEC and electric cooperatives.
- Must be receptive to changes deemed necessary and suggestions from peers.
- Must possess the highest degree of integrity, pleasant disposition and tact.
- Must believe in, be empathetic with, and be interested in furthering KEC's objectives.
- Must possess a current, valid Kansas driver's license.
- Ability to operate computers and associated programs, including Microsoft Office 365, at the level required to successfully perform the essential responsibilities of the position.

### **Work Environment:**

Most of the normal duties will be performed inside, which will involve almost constant interaction with other employees, and/or the public with frequent interruptions. A substantial number of duties will be performed outside the KEC office.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is frequently required to use manual dexterity and often required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus. The employee must understand the need and be available for moderate in-state and occasional out-of-state travel by automobile or airplane. Occasional overnight stays are necessary for attending meetings. Extended days are routine during the legislative session, while traveling, and when attending meetings.



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### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor or the CEO.

KEC offers a competitive salary and benefits package including 401K with match, NRECA pension plan, health and dental, paid vacation and holidays.

To apply, applicant must submit a cover letter and resume to Mindi Pfannenstiel by email at [careers@kec.org](mailto:careers@kec.org) by April 30th.