

JOB DESCRIPTION

Director of Government Relations

I. GENERAL INFORMATION

DIVISION: Rocky Mountain Farmers Union

REPORTS TO: RMFU Director

DATE WRITTEN/UPDATED: July 2022

II. PURPOSE OF POSITION

Work in concert with the RMFU Director to coordinate government relations activities on behalf of the Rocky Mountain Farmers Union organization and adopted policies.

Monitor and influence legislative developments at the state, federal and international level.

Communicate with elected officials as well as officials in regulatory agencies at the state and federal level as assigned relating to legislative developments, issues, rules and regulations.

Assist the RMFU Director on all policy issues and legislative efforts.

III. ESSENTIAL DUTIES/RESPONSIBILITIES

- Supervise RMFU lobbyists during each state's respective legislative session, including preparing and testifying and/or coordinating testimony before the legislature, when appropriate.
- Mobilize members to provide testimony and engage on policy issues.
- Monitor and analyze legislative/regulatory developments and advise RMFU leadership on such matters in relation to RMFU policy.
- Develop content on legislative issues and activities for use in the organization's publications and in news releases including, but not limited to, the *LegisLetter*, *LeaderLetter*, *Union Farmer*, *Community Connections*, RMFU website and other digital communications.
- Help develop proposed legislation and lobbying campaigns.
- Coordinate the RMFU Drive-Ins during state legislative session.
- Represent RMFU before administrative/regulatory entities and act as a liaison to other agricultural groups as necessary or assigned.
- Assist with facilitating member-led policy development.
- Coordinate with the RMFU Director on all policy issues and legislative efforts.
- Represent RMFU at boards, commissions, task forces as requested and in coordination with the RMFU Director and Executive Director.

IV. OTHER DUTIES/RESPONSIBILITIES

- Be an active participant on the Rocky Mountain Farmers Union team.
- Perform other duties as assigned.

V. SUPERVISORY DUTIES

- Hire, supervise, and evaluate and contract lobbyists.

VI. POSITION QUALIFICATIONS

Knowledge, Skills and Abilities:

- Excellent interpersonal, group and public, written and verbal communication skills.
- Ability to work independently, organizing and prioritizing tasks to carry out government relations activities.
- Working knowledge of the legislative process at the state and national level.
- Excellent problem solving, conflict resolution, and decision-making skills using a collaborative approach.
- Good administrative aptitude, including computer skills with Microsoft Office products.
- Understanding of agriculture and rural issues.
- Understanding of the mission and history of Rocky Mountain Farmers Union and the process of policy development.
- Willingness to support RMFU where needed.

Education:

- College degree (or equivalent experience) with emphasis in political science beneficial.

Experience:

- Experience as a lobbyist, legislative intern at the state or federal level or policy strategist preferred.

VII. WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

- Position requires extensive travel. Employee must have a valid driver's license, auto insurance, and their own vehicle and be willing to travel by car and commercial airline as may be needed, and to spend consecutive days away from home.
- Position requires time to be spent during legislative sessions to attend hearings and contact legislators, as necessary. It will also require time to be spent between sessions attending hearings or meetings to discuss upcoming issues.
- This is an exempt position and may require evening and weekend hours.
- Position requires the ability to sit for extended periods, to have extensive use of arms, legs hands and fingers, to talk, see and hear and to have the capacity to lift or move up to thirty pounds.