

CropLife America

Position Description

Position Title: Director, Government Relations (State-Focused)

Department: Government and Public Affairs

Reports to: Executive Vice President of Government Relations and Public Affairs

FLSA Status: Exempt

Prepared by: Beau Greenwood

Prepared Date: July 2017

Position Summary: Responsible for the development, implementation and management of effective legislative and political strategies in support of CLA objectives, including matters that impact all levels of the crop protection industry. Manages activities for CropLife America related to State, and local governments.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Actively manage state and local issues specifically impacting the Crop Protection Industry in the geographic area of responsibility, including:
 - Analysis and development of strategies to address issues
 - Representation of the industry before state and local government officials
 - Oversight and management of contract lobbyist activities
 - Working with allied organizations and stakeholders in coordinating strategies
 - Develop talking points, testimony and other communications
- Support the activities of the CropLife America State Affairs Committee (SAC), including meeting preparation and follow-up, coordinating CLA staff involvement and addressing individual SAC members needs.
- Monitor, review and analyze all relevant, state and local legislation and regulation including the identification of emerging policy issues, to determine potential impacts on the crop protection industry and communicate threat to CLA Leadership and members.
- Actively lead and/or participate on multi-disciplinary teams to develop strategic plans addressing current and emerging issues.

- Initiate, provide leadership for, and effectively work with, key stakeholders and allied organizations to address specific issues of importance to CropLife America, including the ability to solicit their assistance in addressing CLA objectives.
- Manage and support CropLife America's grassroots and local engagement efforts, and in coordination with CLA Communications, manage database of allies and engagement.
- Determine need for, and direct the preparation of, effective advocacy materials including, background papers, issue briefs, talking points, amendments, correspondence, and testimony for use by CropLife representatives and allied organizations.
- Manage the planning, development, and implementation of legislative and political advocacy strategies and communications support at federal, state and local levels.
- Identify and support federal initiatives where engagement of state and local allies is critical to overall strategy
- Manage CLA business plan policy issues that are specific to state and local activities and support other issues that have state and local relevance.

Job Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required.

- Working understanding of legislative and regulatory process, including rules and procedures of relevant legislative and regulatory bodies. Ability to draft legislative amendments on behalf of the crop technology industry.
- Working knowledge of provisions of primary statutes and regulations governing the crop technology industry. Should also possess an understanding of legislative history and relevant legal case history.
- Working knowledge of business aspects of data and patent protection.
- Basic understanding of the science related to issues, including data development required to support registration and re-registration and should be comfortable with discussing scientific issues with government officials and other stakeholders.
- Strong verbal and written communication skills with an ability to produce effective communications materials, including the ability to distill complex and/or technical information into concise, influential communications.
- Proven ability at consensus building and trust/credibility maintenance a must.
- Strong analytical, interpretive, evaluative and constructive thinking skills.
- Strong project management skills.

Education, Work Experience and/or Licensure

- Bachelor's degree in a relevant discipline is required.
- 4+ years of experience and working knowledge directly related to the duties and responsibilities.

Language Skills

- Must have strong command of the English language.

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for long periods of time, stand, travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, tight deadlines and workload.
- Travel required for this position is moderate to extensive. At times travel may be expected on short notice. Travel and other work related assignments may include weekends.
- The noise level in the work environment is usually quiet to moderate.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Please sign and date below, indicating that you have reviewed and understand the information presented in this job description.

Signature

Date