



Director of Government Relations Job Posting

We are currently seeking to hire a Director of Government Relations for the Northern Michigan Chamber Alliance (NMCA) and Traverse Connect. This position will serve as the primary staff for the legislative advocacy activities and public initiatives for Traverse Connect, the Northern Michigan Chamber Alliance, and NMCA partner organizations. Please see job description for further details.

Traverse Connect is a 501(c)(6) regional economic development organization charged with creating and implementing a clear and comprehensive economic development strategy for the Grand Traverse region. Traverse Connect drives economic development efforts, oversees business development initiatives, and works with partner organizations across the region on significant community initiatives.

Traverse Connect Mission

The mission of Traverse Connect is to advance the economic vitality of the Grand Traverse Region through the growth of family-sustaining careers.

Traverse Connect Vision

By 2030 the Grand Traverse Region will be a diversified economic destination of choice powered by growth-oriented enterprises providing competitive total compensation to match our world-class quality of life.

The Northern Michigan Chamber Alliance is a coalition of 16 chambers and economic development organizations from across northern Michigan. The Alliance partnership works from the premise that many legislative issues impact the U.P. and northern Lower Peninsula in similar ways. Our coalition exists to advocate for rural northern Michigan and move forward rural-centric business policy.

NMCA Mission

To advocate for the needs and amplify the voice of northern Michigan businesses.

NMCA Vision

Northern Michigan is a competitive and prosperous business environment.

Compensation Package Includes:

- Competitive annual salary of \$75,000 - \$85,000, dependent on experience
- 401K Retirement (Up to 7% match)
- Health, dental, and vision insurance (75% Employer paid premium for employee and dependents)
- Employer paid short-term disability insurance
- Employer paid Life and AD&D insurance
- Self-managed paid time off
- Employee Assistance Program
- Cell phone allowance
- YMCA membership for employee and family members



POSITION DESCRIPTION

TITLE: Director of Government Relations

REPORTS TO: CEO of Traverse Connect

FLSA STATUS: Full-time, Exempt Salary

RELATIONSHIP

Traverse Connect's Director of Government Relations shall serve as the primary staff for the organization's legislative advocacy activities and public policy initiatives. The position reports to the President and CEO of Traverse Connect, with additional accountability to the presidents of the partner organizations of the Northern Michigan Chamber Alliance.

JOB DESCRIPTION

The Director of Government Relations is responsible for maintaining relationships with federal, state, and local elected officials and their staffs, as well as with regulatory and administrative officials, to support efforts of the Northern Michigan Chamber Alliance and Traverse Connect regarding legislation, regulation, and policy favorable to the region's business community. The Director of Government Relations is responsible for providing advocacy, analysis, strategic advice, and leadership to the Northern Michigan Chamber Alliance and Traverse Connect as it relates to their mission and strategic policy agenda.

KEY RESPONSIBILITIES

Include but not limited to the following:

- In the context of the Traverse Connect Strategic Plan, this position is responsible for leading region-wide effort for the Northern Michigan Chamber Alliance and Traverse Connect to be the regions' most effective and influential Legislative Advocate as well as advancing the goals and policy priorities.
 - This includes but may not be limited to furthering legislative priorities, policy issue identification and tracking at the local, state, and federal government levels, advocacy strategy development, coalition building and management, and direct lobbying with policy makers and appropriate government officials.
- Coordinates the advocacy-related activities and legislative initiatives of the Northern Michigan Chamber Alliance, including serving as staff director for the Northern Michigan Chamber Alliance Board of Directors. Represents the business community and investors on behalf of the Northern Michigan Chamber Alliance at commission meetings, legislative hearings, etc. Attend and present at periodic Alliance events, meetings, and forums.
- Directs Traverse Connect's Government Relations Committee, which provides policy recommendations to Traverse Connect's Board of Directors. Related duties include committee recruitment, meeting facilitation, strategy recommendations and insight, and implementation of initiatives consistent with the mission, vision, and values of the organization.
- Leads and directs the fundraising, strategy, reporting, and staffing for the Northern Michigan Policy Fund Traverse Connect Political Action Committee.
- Works with Director of Marketing and Communications, and others as appropriate, to market the Northern Michigan Chamber Alliance and Traverse Connect advocacy impact and translate "activities" to measurable "value", including leading production of NMCA Quarterly

and Annual Reports, as well as advocacy section for Traverse Connect Quarterly and Annual Reports.

- Participates with the Traverse Connect Executive Team and departments to recognize opportunities and threats to the organization. Works with the teams to develop strategic actions for the opportunities and threats as identified.
- Mentors staff and partners on identified public policy actions and outcomes and how to achieve, communicate, and work with investors and community stakeholders to reach identified strategic goals and objectives.
- Ensure that the organization's advocacy work is informed and attuned to the needs of growing businesses and communicates outcomes to investors, community, and other identified stakeholders.
- May from time to time serve on local or state boards and commissions on behalf of Traverse Connect and the Northern Michigan Chamber Alliance.

QUALIFICATIONS

The professional who serves as the Director of Government Relations must satisfy the criteria listed below. These skills are general in nature and therefore not inclusive of all attributes. It is important to recognize that to do this job satisfactorily, the Director of Government Relations must be willing to travel extensively within and outside of the region, work non-traditional hours (including mornings and evenings), and be willing to work more than 40 hours per week.

Ideally, the Director of Government Relations should:

- Have at least two years of work experience in an organization involved with legislative activity.
- Have a bachelor's degree from a recognized college or university or relevant experience in lieu of such a degree.
- Demonstrate familiarity with Federal, State, and Local politics and legislation.

Personal Characteristics

- Demonstrated leadership skills and competency
- Ability to build strong relationships with key stakeholders
- Confident decision maker
- Tenacious follow-through and organizational skills
- Excellent verbal, written, analytical, and interpersonal skills
- Positive and team-oriented individual
- Ability to work on multiple projects, meet deadlines, organize, and prioritize assignments

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and is frequently required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee must occasionally lift and move items up to 20 pounds.

Director of Government Relations may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance of evening meetings and other responsibilities required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.