



**Position Competencies:**

1. Applies broad knowledge and seasoned experience when reasoning through relevant information while addressing complex issues and making timely sound decision.
2. Training and/or experience developing specific policies and procedures for the purpose of implementation.
3. Training and/or experience in strategic implementation of directives, goals, and objectives.
4. Training and/or experience analyzing and evaluating internal or external data relating to performance and outcome as they relate to goals and objectives.
5. Training and/or experience interfacing with clients, groups, partners, and the public.
6. Thorough knowledge of source of current information specific to the job competency or related field.
7. Exhibit characteristics of leadership; i.e. professional presentation, critical thinking, integrity, dedication, magnanimity (giving credit where credit is due), openness, creativity, fairness, assertiveness, sense of humor.
8. Ability to establish and maintain effective working relationship with employees as well as associates, social and business clients and partners.
9. Exhibit a skill set conducive to the effective and efficient oversight, motivation, and accomplishment of simultaneous multiple task requirements.
10. Experience in general supervision of professional and administrative employees.
11. Ability to direct/administer the implementation of goals using resources and people.
12. Ability to organize, promote and maintain processes and systems that make optimum use of resources required to enable successful execution of plans, goals, and objectives.
13. Effective communication skills and people skills; i.e. bring out the best in others in any situation.
14. Understand and have the capacity to practice basic office etiquette; i.e. conducting oneself respectfully and courteously in the workplace.
15. Be self-motivating and exhibit positive time management skills.
16. Have a personality suited to the position.
17. Exhibit an attitude conducive to positive relationships with staff, clients, and all individuals/businesses communicating with the corporation.
18. Present a positive self-image; e.g. professional presentation, acceptable hygiene, and positive personality.
19. Have verbal and writing skills commensurate with the position.
20. Ability to work under supervision including receiving and understanding task requests and being able to carry them out independently.

**Job Competencies:**

1. Contribute to and work with both in-house and contract creative teams.
2. Participate in senior level discussion forums on policy matters.
3. Advanced organizational skills, attention to detail, and timeliness with deliverables.
4. Planning and participating in policy-focused meetings of government officials, advocates, and experts.
5. Be organized with experience in creating and/or maintaining records, logistics, and various diverse correspondence and materials as are common in public affairs administration.
6. Must be able to travel as required; i.e. statewide and national.
7. Superior oral and written communication skills with the ability to write for both policy and analytic audiences.
8. Able to take direction be open and receptive to learning, and work cooperatively with others.

**Duties:**

1. Assist in the preparation of position papers and briefings, upon request, to the Chief Executive Officer regarding public policy and the public affairs strategy.
2. Assist the Chief Executive Officer in preparation of responses to legislators, committees and agencies as needed.
3. Identify and maintain relationships with state and federal governmental offices including district office officials.
4. Prepare, brief, and debrief the Chief Executive Officer on meetings and events.
5. Maintain awareness of public policy issues, i.e., legislative and/or regulatory, relating to the subject matter.
6. Facilitates public affairs appointment scheduling for CEO.
7. Draft and review/edit white papers, interagency correspondence, briefing materials, policy guidance, and other documents as directed.
8. Prepares routine correspondence and documents, including newsletter articles or government relations materials, from rough draft or detailed instructions.
9. Document corporate public affairs activity and interactions.
10. Interact with the Director of Communications on public affairs issues.
11. Other tasks as assigned

Finance Fund