



# DIRECTOR OF GOVERNMENTAL AFFAIRS

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The OTA Director of Governmental Affairs works in collaboration with the Ohio Township Association's Executive Director and Board in developing and implementing the organization's advocacy priorities. This role represents and advances OTA's policy agenda before government decision-makers, including elected officials and government agencies. This role also coordinates advocacy work and representation with consultants and trade associations. This position helps guide OTA's policy agenda by identifying and driving policy initiatives that will advance the OTA's goals. Additionally, the OTA Director of Governmental Affairs assists the Director of Education and Events in developing and implementing continuing education programs. The OTA Director of Governmental Affairs will work with the Executive Director and other staff as appropriate in carrying out the following duties:

## ***Lobbying:***

- Anticipate policy issues, changes or developments that could impact townships and craft strategies to advocate on OTAs behalf
- Effect change and successfully advocate for policymaking that will ultimately benefit townships by engaging elected or other government officials
- Develop OTA's government relations strategy, gain buy in from leadership and effectively execute in order to grow OTA's Ohio and Washington, DC presence
- Manage, coordinate, and ensure appropriate utilization of external advocacy efforts, including outside consultants and trade organizations
- Monitor, track, analyze and make recommendations relating to ongoing legislation
- Prepare documents for hearings, briefings, and collation activities
- Provide OTA Board of Directors with strategic advice on policy issues affecting townships and the OTA, including facilitating high-level meetings between leadership and relevant government officials
- Testify in committees on legislation impacting townships
- Produce a weekly legislative alert for members
- Prepare and file Joint Legislative Ethics Committee forms for Association

## ***Education:***

- Answer member questions regularly via phone and email
- Assist in the preparation of presentations and summaries of legislation, policy issues and other matters of importance to townships to members of the OTA
- Develop and secure speakers for workshop sessions at the annual OTA conference and other events
- Attend county township association meetings at the request of members to provide regular legislative updates
- Contribute to the OTA magazine, newsletter, county memos, website, and information brochures

## ***Miscellaneous Responsibilities:***

- Always promote the organization in a positive and professional manner
- Coordinate OTA Officer and Board elections correspondence and interviews
- Work collaboratively and transparently with staff to ensure alignment between core business priorities and public policy goals
- Organize legislative reception for OTA membership in even numbered years and the CLOUT breakfast reception in odd numbered years
- Take minutes for the OTA Board of Director meetings
- Organize and manage CLOUT activities, including Executive committee and regional meetings
- Perform additional responsibilities and performs special projects as directed



### ***Qualifications for the position:***

- Bachelor's degree
- At least 3-5 years of public policy experience, including with state and/or federal policymaking and legislative and regulatory policy processes
- Demonstrated experience working within government, companies, consultancies, trade associations, or equivalent organizations
- Ability to quickly and effectively learn the operation of township's business and the nuances of OTA's policy concerns
- Highly effective oral, written, and interpersonal communication skills
- Demonstrated ability to effectively and comfortably interact at all corporate and political levels
- Ability to create factual, relevant and easily understandable talking points, written collateral, and other messaging; and persuasively deliver messaging to relevant audiences
- Ability to identify and understand key technical aspects pertaining to corporate operations in legislative and regulatory proposals, understand business implications, and synthesize policy documents for internal and external clients
- Ability to be flexible and demonstrate strong judgment/decision-making skills, and political acumen.
- Ability to intelligently build a course of action, analyze trade-offs, and make recommendations even in ambiguous situations
- Maintain highest personal levels of ethical conduct, confidentiality, and integrity
- Think critically, process data from multiple sources, forecast potential scenarios, prioritize based on probability and desired outcome, and recommend a best course of action
- Highly resourceful team player with demonstrated ability to think innovatively and achieve high-performance goals and meet deadlines in a fast-paced environment

### ***Compensation & Benefits:***

Salary is competitive and commensurate with experience. In addition, the Ohio Township Association offers exceptional benefits for employees, including health, vision, dental, retirement plan, and paid time off.

### ***Essential functions of this position:***

The work setting of the Director of Governmental Affairs position is a small, professional office. Some offsite work at events sponsored by the OTA, at a location requested by members or at the Ohio Statehouse is also required. Generally, in order to meet the demands of this position, the Director of Governmental Affairs ***must have the capacity to interact in a professional manner with co-workers***, OTA Board members, vendors, the media, and the public, demonstrate sufficient gross and fine motor skills to work effectively in a professional office, ***demonstrate emotional stability and organizational skills to exercise good judgment and to work effectively in stressful situations and to meet multiple and competing deadlines***, and have the intellectual ability to read, write, synthesize data, and help solve problems in a cooperative fashion. Other specific essential functions of the position of Director of Governmental Affairs are the following: the ability to follow oral or written instructions, operation of a telephone, use of a computer, including the ability to produce documents such as correspondence, reports, memoranda, and the like using the computer, ***a proficient understanding of common software programs*** such that high quality publications can be produced, a proficient understanding of social media, the ability to maintain a website, the ability to physically move one's self about a set of small office suites, the ability to lift up to 30 pounds occasionally, the ability to accurately perform basic math calculations such as addition, subtraction, and division, and a basic ability for public speaking.

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*The Director of Governmental Affairs position at the OTA is at-will employment. The Director of Governmental Affairs reports to the Executive Director of the OTA. Nothing in this job description, the OTA Constitution, the OTA policies, or the OTA employment manual restricts management's right to assign or reassign different or additional duties and responsibilities to this position.*

*The Ohio Township Association is a nonprofit association dedicated to preserving and promoting township government in Ohio, through legislation, amicus curiae briefs, educational publications, and conferences/seminars. The Director of Governmental Affairs is a full-time position located in Blacklick, Ohio. Some travel is required. The Director of Governmental Affairs reports to the Executive Director of the OTA. The OTA is an equal opportunity employer.*