



**Government Relations Director**

**Reports to: Executive Director**

**Classification: Full-time, Exempt**

**Duties and responsibilities:**

**Government Relations:**

- Work closely with the Executive Director, PNWA members, federal and regional officials, and Congress to identify, define, analyze, and resolve federal and regional public policy issues;
- Represent PNWA in the region and before federal and regional agencies, Congress, the media, and the public;
- Coordinate the work of PNWA members and others;
- Prepare materials for Congress, federal agencies, regional policy makers or others; for communication with members, membership prospects, and others; for presentations by PNWA staff or PNWA members; for the press; for the Mission to Washington, Summer Conference, Annual Convention, and other meetings, the *Nor'wester* newsletter, white papers, promotional materials, website and other communications;
- Travel within and outside the region;
- Serve as liaison for Executive Director with PNWA members and external contacts as assigned;
- Other duties as assigned.

**Membership services:**

- Maintain regular communication with PNWA members to maintain a high level of satisfaction and ensure association is meeting their needs;
- Assist in identifying and recruiting new members.

**Meeting and event planning:**

- Assist with meeting and event planning as assigned.

**General office duties:**

- Assist in PNWA office operations and in meeting PNWA goals.

**Physical demands:**

- Ability to sit, stand and walk;
- Ability to bend, squat, and climb stairs;
- Ability to lift up to 50 pounds occasionally.

**Work environment:**

- May occasionally work in temperatures above 100 degrees and below 32 degrees;
- May occasionally walk on slippery or uneven surfaces;
- Occasional work outside of normal business hours and occasional travel required.