

POSITION NEEDED: Legislative Advocate

REPORTS TO: Director of Government Affairs, Executive Director, Executive Committee

Job purpose

The Legislative Advocate is a registered lobbyist and is responsible to help manage ACEC California's advocacy efforts. Responsibilities include working with the team to develop and direct the organization's legislative program and strengthening and maintaining positive coalition relationships with ACEC California members, other associations, industry leaders, and elected officials. The Legislative Advocate will provide political counsel to ACEC California's leadership, execute robust grassroots efforts with members and advance efforts that position the organization as a thought leader on business and policy areas of interest to the engineering and land surveying professions.

Duties and responsibilities

- Help manage internal government affairs staff and contracted lobbying and public affairs firms.
- Work with the organization's leaders and contracted lobbying and public affairs firms to strategically develop and successfully execute ACEC California's legislative agenda.
- Track/review legislation and help develop policy positions and legislative/regulatory engagement efforts.
- Help plan, lead, prepare, and execute annual Legislative Visit Day (125+ members in attendance) and other advocacy events as needed.
- Staff internal committees, assisting the committees in reaching their objectives
- Present deliverables at quarterly board of director meetings/events and represent ACEC California at external policy and industry conferences and events.
- Effectively communicate/message policy and political issues and efforts to executive committee, board of directors, others.
- This position requires approximately 85% of the candidate's time directly implementing the government affairs program and 15% of the candidate's time helping with association business.
- Required travel and after-hours activity: quarterly board meetings/internal events around the state; periodic trips to chapters around the state to make presentations; attendance at political fundraisers and political events in Sacramento and other parts of the state.
- Provide input and guidance to the PAC committee; participate in PAC committee meetings.
- Other duties as assigned.

Qualifications

- Confident, strategic, self-starter.
- Willing to register as a lobbyist with the California Secretary of State.
- Graduate from an accredited college with a bachelor's degree.
- Thorough understanding of government and the legislative process.
- Strong time management skills.
- Strong communication and collaboration skills.
- Proficient in Capitol Track preferred.

DEADLINE TO APPLY NOVEMBER 25, 2022 AT 12:00PM PDT. SALARY COMMENSURATE WITH EXPERIENCE. TO APPLY, PLEASE EMAIL A COVER LETTER, WRITING SAMPLE, AND RESUME TO STEPHANIE REED, OFFICE MANAGER (sreed@acec-ca.org).

* * *

ACEC California is a statewide association representing over 1,000 private consulting engineering and land-surveying firms that average 20 employees each. ACEC California is dedicated to enhancing the consulting engineering and land surveying professions, protecting the general public, and promoting the use of the private sector in the growth and development of our state. For more information, visit www.acec-ca.org.

ACEC California promotes an environment that supports organizational diversity and inclusion. This environment works to increase access to all who are passionate about the engineering and land surveying professions. We aspire to work well together because of our differences, not in spite of them. We encourage a comfortable and engaging atmosphere to make every member feel welcomed, inspired, and empowered.