



## **Director-Government Affairs (State)**

### **Summary**

Reporting to the SFAA President and CEO, this position is responsible for achieving SFAA's advocacy agenda on surety and fidelity issues in state legislative and regulatory forums and when necessary, at the federal level, as well as promoting the value of surety and fidelity bonds in those forums.

### **Essential Functions**

- Managing SFAA's state legislative affiliation with the American Property and Casualty Insurance Association (APCIA)—performing bill analyses; identifying bills that need to be addressed; providing APCIA with position statements, talking points and testimony; developing a strategy with APCIA on legislation to be addressed; providing testimony or finding local members or agents to testify when needed, and direct lobbying when necessary to achieve the advocacy objective
- Assuring that SFAA members receive timely information on key legislative developments and new bond opportunities arising from legislation or regulation
- Staffing the Government Affairs Advisory Committee (GAAC) and developing SFAA policy positions on legislative and regulatory issues as they arise
- Developing and cultivating beneficial relationships with the APCIA, NASBP, Associated General Contractors, American Subcontractors Association, member company government affairs representatives and other insurance and construction-related associations
- Coordinating with and supporting the Local Surety Associations (LSAs) on legislative and regulatory issues
- Promoting the value of surety and fidelity bonds and SFAA's activities and accomplishments on state and federal legislative and regulatory affairs outside of the association in publications, e-newsletters, reports and social media
- Prepare content for and edit various SFAA publications, including the SFAA Weekly and various Government Affairs Reports
- Maintaining and updating government affairs website content
- Assist as needed in planning the SFAA Annual Meeting, webinars, briefings, and events, including the coordination of the participation of policymakers in conferences, webinars, briefings, and events
- Assisting with PAC fundraising efforts when necessary and fundraising for PAC events as needed

- Representing SFAA at speaking engagements in Washington and the states
- Lobbying Congress on federal surety legislative issues when necessary (Director of Government Affairs—Federal is primarily responsible for federal legislative and regulatory activities)

## **Competencies**

- Knowledge of the insurance or construction industries and the ability to learn the surety and fidelity industry
- Ability to collaborate with SFAA staff members on developing responses to legislation and regulations
- Excellent oral and written communication skills to explain the value of bonds to legislators and regulators, the ability to listen and address their questions and concerns, and ability to negotiate provisions in legislation and regulations
- Ability to draft legislation and regulations or amendments
- Ability to produce written statements, talking points and collateral materials (i.e. fact sheets, leave behinds, etc.) that are clear, concise and compelling
- Ability to identify data and research that would be helpful to supporting the advocacy agenda
- Ability to work effectively with member companies and other associations to impact legislation and regulations at the state levels
- Organizational and time management skills to handle multiple priorities when the states are in session
- Ability to earn the trust of SFAA Board members and member company representatives
- Ability to develop and deliver excellent board level written and oral reports
- Flexibility to work as needed during peak legislative periods and when otherwise necessary to achieve the SFAA advocacy priorities

## **Required Qualifications**

- High ethical standards
- Track record of high achievement and demonstrated work ethic
- Strong collaborative skills and ability to work in teams
- Strong knowledge of state legislative processes and political contexts of those processes
- Strong written, oral, and presentation skills
- Strong interpersonal relationship skills
- High standard of excellence
- Demonstrated ability to set strategies, implement tactics, and meet objectives. (i.e. do what it takes to achieve advocacy agenda)
- Ability to network in the political arena
- Strong, positive reputation
- Excellent multi-tasking skills and ability to work in fast-paced atmosphere with changing priorities.

## **Required Education and Experience**

Four-year undergraduate degree

10+ years' experience in state government affairs and advocacy with a governmental agency or private sector company or trade association and familiarity with how different state legislative processes work

## **Preferred Education and Experience**

A law degree is preferred

Background in the insurance industry is preferred

Experience working with APCA regional counsels is preferred

Experience working with the National Association of Insurance Commissioners (NAIC) is a plus

Experience with the surety and fidelity industry and products is a plus

## **Supervisory Responsibility**

Responsible for supervision of Government Affairs Analyst who is responsible for analysis of legislation, maintenance of the legislative database, preparation of reports and other communications to members, and review of alternative providers and costs for the legislative database.

## **Position Type**

This is a full-time, exempt position.

## **Travel**

On the average, travel is 10% of the job annually. Travel to state capitols may be needed on short notice for possible unknown durations.

## **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.