



<b>Title:</b> Manager of Government Affairs	<b>Date Reviewed:</b> April 2019
<b>Supervisor &amp; Title:</b> Leah Wilkinson, Vice President of Public Policy and Education	

**Position Summary:**

Manage the association’s government affairs activities on behalf of the AFIA legislative and regulatory (L&R) team. Work closely with the L&R team to ensure a high level of legislative and regulatory representation, one of AFIA’s 4 Promises of membership value. Work closely with the L&R staff on state affairs and lead the proactive and responsive efforts for the states assigned. Staff AFIA committees and member interest groups as assigned and provide updates to other committees/member interest groups as needed.

**Position Responsibilities:**

Legislative and Regulatory Representation (Congressional and Regulatory Agencies)

- Manage relevant AFIA legislative and regulatory priorities as assigned
- Broaden AFIA’s reach on Capitol Hill through building relationships and regular meetings with members of Congress and their staff, the administration and regulatory agencies
- Lead the annual AFIA legislative fly-in
- Represent the feed industry at hearings, receptions and other informal meetings related to government affairs
- Maintain good standing for the association and self through proper disclosures of lobbying activities
- Encourage AFIA member involvement in L&R advocacy efforts
- Assist in the development of association policies and positions, as well as help develop comments, testimony, issue briefs, etc.
- Build relationships with AFIA members’ D.C. offices and foster partnerships with key stakeholders
- Provide communication materials such as drafting issue briefs, newsletters and blog content; conduct media interviews and other speaking engagements as required.

State Affairs

- Actively participate as a member of the AFIA team monitoring state affairs
- Interact and, when necessary, travel to states assigned to the government affairs position
- Develop relationships with state grain/feed associations, agribusiness groups, Farm Bureaus, etc., to facilitate coalition building
- Be proactive in state relations, utilize StateNet service and VoterVoice

### Membership Functions

- Draft communications to inform the members of legislative and regulatory developments
- Contribute to AFIA's recruitment of new members, retention of existing members and positive two-way member relations
- Support and maintain VoterVoice on the AFIA website and engage members in grassroots advocacy and engagement
- Assist AFIA's committee and member interest groups when appropriate
- Support and contribute to the successful implementation of the AFIA mission
- Other projects as assigned by supervisor

### **Knowledge and Experience:**

- Bachelor's degree in animal science/agricultural policy or related area
- Two or more years of experience in agriculture and/or the legislative or regulatory process (Hill experience preferred)
- Demonstrated successful leadership in issues or crisis management
- Ability to read, analyze and interpret legislative and regulatory issues
- Excellent verbal and written communications skills
- Ability to build and maintain a positive working relationship with colleagues and members to accomplish objectives
- Self-motivated and capable of multi-tasking with minimal supervision
- Detail-oriented with the ability to work in a fast-paced environment
- Superior customer service ethic – ability to respond effectively to inquiries from AFIA members

---

**Location:** Arlington, VA

**Travel:** Domestic, up to 10%

### **Deadline to Apply:**

Friday, May 3, at 5 p.m. Eastern time

**How to Apply?** All interested individuals should send a cover letter and resume to AFIA's Vice President of Public Policy and Education Leah Wilkinson at [lwilkinson@afia.org](mailto:lwilkinson@afia.org) with the subject line: "Application for AFIA's Manager of Government Affairs."

---