

Position Title: Vice President, Government Affairs



About the role:

We are looking for a government affairs professional with lobbying experience in Arizona to assist in the continued development and execution of Arizona Lodging & Tourism Association government affairs portfolio.

Basic Function:

Monitor local, state, and federal legislative and regulatory activities which relate to the industry and communicates the Association's response. Provide thought leadership on legislative, regulatory and industry developments, including the proactive identification and assessment of regulatory risks and the ongoing monitoring and tracking of relevant legislative and regulatory updates.

Skills and Abilities:

- Bachelor's degree in Political Science, Communications and Public Policy or equivalent preferred
- 5+ years of experience in government/regulatory affairs
- Experience with state legislative, municipal and regulatory processes
- Experience project managing cross-functional initiatives/responses, specifically bringing together diverse stakeholders to affect action in the legislative, municipal, and regulatory arenas
- Experience communicating with and presenting information to elected officials and community leaders
- Experience in communicating effective messages verbally and in writing
- Computer skills: demonstrated experience in Microsoft Office (including Access, Excel, Outlook, Power Point, and Word)
- Strong ability to prioritize, multi-task and organize workflow; team player with the ability to work in a small office environment

Specific Responsibilities:

Political Action Committee:

- Assist President/CEO with the AzLTA Political Action Committee
- Manage operation of PAC including process for disbursements
- Manage PAC fundraising events
- Manage mandated reporting of PAC account to Arizona Secretary of State Office and Board of Elections

Government Affairs:

- Assist President/CEO in development of Association's legislative platform and strategy
- Develop relationships with relevant state trade associations and other stakeholders to identify opportunities to promote policies that further AzLTA's interests
- Maintain relationships with staff to facilitate and strengthen the Association's influence with organizations and chambers, to obtain appropriate research and policy support
- Represent AzLTA's interests with elected officials and regulators at all levels, including senior government administration staff, commissioners, state legislators, etc.
- Coordinate the development of the Association's legislative strategy and responses to legislative and regulatory actions
- Monitor legislative, regulatory, and program activities daily to include Federal, State, and selected cities and towns
- Inform President/CEO regarding legislative and regulatory activity and inform the membership through newsletters and special communications
- Write sample letters which members can adapt to send to government officials on issues of impact to industry
- Draft and review testimony for members which can be used to testify at hearings or use during meetings with elected officials, regulators and/or other stakeholders
- Assist media manager with legislative messaging
- Lead AzLTA's Advocacy Day at the State Capitol
- Draft position papers on legislative and regulatory actions
- Testify on legislative and regulatory actions

Other Duties:

- Represent the Association at outside events as directed by President/CEO
- Represent the AzLTA at committee meetings as required
- Carry out other duties as assigned by the President/CEO

Internal Relationships:

Report to the President/CEO; has regular contact with other Association managers and staff

External Relationships:

Communicate frequently with members, volunteers, public relations firms, elected officials and staff

Compensation and Benefits:

Dependent on experience

Applying for the Position

To apply, please submit a cover letter, resume, a brief writing sample and the names, contact information and titles for two professional references to Kim Sabow at ksabow@azlta.com and kjimenez@azlta.com. For questions, call (602) 604-0729.