

IME

institute of makers of explosives

DESCRIPTION OF POSITION: Manager of Government Affairs

RESPONSIBILITIES: The Manager of Government Affairs (“Manager”) works with the Vice President of Government Affairs (VP) to meet the government affairs goals of IME. Government affairs priorities for IME are driven by IME members through the Government Affairs Committee in coordination with the Board, the VP, the President, and IME government affairs staff. The Manager participates in the development of strategy and coordination of legislative and regulatory activity, addresses issues of interest to IME, promotes proactive measures to advance the agenda and success of IME, and effectively communicates with staff and the membership about the activities of the government affairs team. The Manager monitors and analyzes Federal and state legislation and regulations which could have a significant impact on IME or its membership. The Manager fosters and maintains relationships with elected officials and government policy-makers of interest to IME and conducts lobbyist, advocacy, and outreach activities with such officials and their staffs. The Manager supports the Government Affairs Committee in coordination with the GAC staff liaison (the VP). The Manager leads preparation for the Capitol Hill segment, particularly the Congressional visits, during the IME Spring Conference. The Manager develops impact assessments and written comments on legislative and regulatory proposals. The Manager facilitates communications with members in order to obtain and clarify accurate technical information relevant to his/her responsibilities. The Manager drafts briefing papers, issue briefs, newsletters, and analytical documents that support the Institute’s government affairs agenda. The Manager fosters and maintains relationships with other industry associations with similar advocacy concerns, and conducts other relevant duties, as assigned. The Manager assists the VP, who serves as the IMEPAC Treasurer, to manage the administration of the political action committee (IMEPAC), working closely with the IMEPAC Chairman, IME General Counsel, and the Assistant Treasurer. This position reports to the VP.

DESIRABLE QUALIFICATIONS: Position requires a combination of education and experience demonstrating the required knowledge, skills and ability for the position. Should possess a four-year undergraduate degree, ideally with a concentration in political science or governmental affairs. Should have a solid foundational knowledge of legislative, regulatory and lobbyist protocols. Should have familiarity with regulatory agencies relevant to the explosives or hazardous materials industries. Experience as a Capitol Hill staff member is highly desirable. Should have developed relationships on Capitol Hill and/or in the regulatory agencies that are impactful to IME’s government affairs strategy. Knowledge of political action committee (PAC) requirements and restrictions and expertise with PAC fundraising is optimal. Computer software skills for analytical and editorial applications are beneficial.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Must possess excellent written and verbal communication skills. Ability to conduct thorough, accurate and substantiated

research and analysis is required. Must demonstrate strong interpersonal skills and leadership qualities. To be effective in an environment with competing and changing priorities, must possess strong organizational skills, be able to work with team members, and prioritize workloads. The incumbent must be able to successfully register as a lobbyist for the Institute. A strong command of basic computer software programs such as Word, Excel, and PowerPoint is essential.

Although work is primarily conducted in a sedentary, office setting, incumbent must be able to travel locally to participate in frequent meetings and functions. Overnight travel is necessary approximately 6 times per year to participate in member facility site visits and meetings of the Institute. Incumbent must have or be able to receive secret clearance and U.S. citizenship is required. Newly hired IME personnel must pass a background check and are subject to drug testing.