

Director, Community and Government Relations

North Carolina's Eastern Region (NCER) seeks an individual to serve as the Director of Community and Government Relations at its Kinston office. This individual will be primarily responsible for representing NCER in government matters, tracking legislation, policy and other developments that may affect NCER and/or its partners, conducting research related to government affairs and/or economic development issues, and identifying funding sources that may benefit NCER, the region, or its partners.

Annual salary is commensurate with experience, but is expected to be in the \$46,000 to \$68,000 range. Applicants must have an extensive knowledge of and familiarity with the activities of North Carolina's Eastern Region. Applicants should have a J.D. or Bachelor Degree in Communications, Public Relations or a related field, a minimum of five years experience in law, communications, public relations or related field or any equivalent combination of education and experience. For a more complete description of job responsibilities, visit www.nceast.org and click on Staff Opportunities.

Please submit a letter of interest, resume, and three references to:

*North Carolina's Eastern Region
3802 Highway 58 North
Kinston, NC 28504*

The position will remain open until filled.

NCER considers applicants without regard to race, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

POSITION DESCRIPTION

Title: Director, Community and Government Relations

Date developed: April 2009

Date last modified: n/a

Pay grade: \$46,000 to \$68,000

Employment status: Exempt

Reports to: President/CEO

General Statement of Duties:

- Develop and manage strategies to inform and influence public policy at the regional, state, and federal levels on issues and areas of interest to NCER.
- Advise on legislative matters that may affect NCER or its partners.
- Monitor legislation and public policy issues that may affect the region and/or its partners.
- Track and report on external actions and situations which may have implications for the region.
- Be apprised of opportunities to make use of state and federal funds that may benefit NCER, the region and/or its partners.
- Conduct research related to policy issues, pending legislation, or proposed legislation.
- Work with NCER partners, when appropriate, to address policy issues, pending legislation or proposed legislation.
- When appropriate, represent NCER in government matters.
- Meet with government officials and their staff or other partners to further strengthen relationships and resolve advance positions.

Primary Responsibilities:

This person is primarily responsible for representing NCER in government matters, tracking legislation, policy and other developments that may affect NCER and/or its partners, conducting research related to government affairs issues, and identifying funding sources that may benefit NCER, the region or its partners.

Illustrative Examples of Work:

Community and Government Relations

- Develop, strengthen and maintain positive working relationships with appointed and elected state and federal officials through advocacy.
- Develops and maintains positive working relations with external organizations and groups (especially Chambers of Commerce)
- Confer with regional, state, and federal officials concerning the interests of NCER and the functional impact of proposed legislation and suggest modifications to legislation when appropriate.
- Develop and maintain positive working relationships with external organizations and groups.
- Maintain favorable public and stakeholder perceptions.
- Develop and maintain a tracking system for relevant state and local government actions that may impact the region.
- Develop and maintain contact/ mailing lists for key elected and appointed positions (local, regional, state, and federal).
- Work with NCER partners to address legislative issues and/or achieve legislative goals.
- Provide advice concerning policy issues facing NCER and/or the region.
- Research, monitor, analyze, and evaluate legislation that may have an impact on NCER to determine need for action and recommend action to be taken.
- Prepares and edits organizational publications for internal and external audiences.
- Assists in preparation and edits press releases and media kits.
- Peruses external publications to help identify strengths, weaknesses, opportunities and threats related to the region

Commission Management

- Prepares and presents reports to NCER staff (and Board as requested.)
- Provides input into marketing needs and strategies
- Identifies trends and conducts and oversees research related to organizational activities
- Creates special reports based upon research and develops grant proposals to support organizational activities.
- Coordinates with Vice President of Client and Workforce Development to conduct economic development research requests

Finance

- Provides input into the budget.
- Works closely with CFO to ensure that community and government relations activities are kept within spending limits.

Administration

- Establishes and maintains contact/ mailing lists of allies, community and public interest groups, and members of the elected delegation.
- Participates as a member of appropriate committees and organizations related to job duties.
- Prepares reports/presentations as requested or required.
- Any other administrative duties necessary to accomplish the duties of the position.

Knowledge, Skills and Abilities

- Able to effectively create and maintain databases
- Able to analyze and manipulate data
- Able to concisely report findings
- Able to review statutes/pending legislation, summarize, and advise NCER and partners that may be impacted by statutes/pending legislation
- Able to develop and manage strategies to inform and influence public policy
- Able to monitor legislation and public policy issues
- Good interpersonal skills with an ability to work with partners
- Good research skills
- Good analytical skills
- Knows where to obtain data relevant to assigned responsibilities
- Understands the legislative process
- Able to develop reports and draft memos
- Able to develop charts and graphs to display data
- Exceptional verbal and written communication skills
- Able to develop effective and attractive PowerPoint presentations for public presentations and private briefings
- Able to convey NCER message through speaking opportunities with civic, governmental, and local groups
- Able to write effectively, clearly, and concisely
- Ability to work well with others in team environment
- Able to develop and maintain tracking systems

Physical Requirements:

- Will perform the basic physical activities of reaching, standing, walking, fingering, and repetitive motions.
- Tasks may involve extended periods of time at a keyboard or work station.
- Will perform light work in exerting up to 20 lbs. of force occasionally and up to 10 lbs. of force frequently.

- Will possess the close visual acuity needed to prepare and analyze data and figures; view a computer terminal.
- Able to hear adequately enough to record comments made in meetings in a noisy room.
- Able to speak clearly enough that others can understand comments.
- Must be able to drive at night to various functions throughout the region.

Desired Experience and Education:

- J.D. or Bachelor Degree in Communications, Public Relations or a related field
- Minimum of five years experience in law, communications, public relations or related field
- Proficient in Microsoft Office Suite software
- Any equivalent combination of education/experience

Required Licenses/Certifications

- Current and valid North Carolina driver's license

Additional Requirements:

- Occasional work nights and weekends
- Occasional overnight travel out of the area/out of state
- Occasional use of own vehicle for business purposes

Signature: Employee

Signature: President/CEO

Date

Date

The NC Eastern Region is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the NC Eastern Region will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.