

CropLife America

Position Description

Position Title: Director, Government Relations – Federal Affairs

Department: Government Relations and Public Affairs

Reports to: Executive Vice President of Government Relations and Public Affairs

FLSA Status: Exempt

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Prepared Date: February 2019

Revised by: Beau Greenwood

Position Summary: Responsible for the development, implementation and management of effective pesticide policy, legislative and political strategy in support of CropLife America (CLA) priorities, including matters that impact all aspects of the crop protection industry. Manages government relations activities for CLA related to the legislative and executive branches of the federal government. Position also responsible for engagement and management of critical external allied relationships and member company relationships managed through various association committees, issue management teams, and stakeholder coalitions.

Essential Duties and Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Monitor, review and analyze all relevant Congressional initiatives originating from the US House of Representatives, the United States Senate, federal regulatory agencies, including the identification of emerging policy issues, to determine potential impacts on the crop protection industry and communicate threat to CLA Leadership and members.
- Manage the planning, development, and implementation of industry policy and political advocacy strategies and communications support targeted to the legislative and executive branches of the federal government.
- Determine need for, and direct the preparation of, effective advocacy materials including, background papers, issue briefs, talking points, amendments, correspondence, and testimony for use by CLA representatives and allied organizations.
- Establish and maintain working relationships with members of Congress, congressional committee staff, and regulatory agency officials.

- Represent the association’s interests before the legislative and executive branches of the federal government.
- Actively lead and/or participate on association committees and multi-disciplinary teams to develop strategic plans addressing current and emerging issues on behalf of the crop protection industry.
- Initiate, provide leadership for, and effectively work with, key stakeholders and allied organizations to address specific issues of importance to CLA.
- Work closely and effectively with federal contract lobbyists in pursuit of industry priorities.
- Manage development and implementation of grassroots activities in support of the objectives of CLA and its member companies.
- Present organization’s positions and legislative initiatives to interested parties.
- Support oversight of all aspects of the CropLife Political Action Committee (CLPAC).

CLPAC and related industry political activities

- Lead the development and implementation of association political fundraising strategies and prioritization of contributions including outreach materials, for PAC solicitation programs.
- Manage CLPAC fundraising efforts and direct engagement with the CLA Board, including the CLPAC Trustees
- Conduct quarterly CLA-hosted political events to include two (2) CLPAC fundraising campaigns and two (2) related Board and Trustee meetings.
 - Prepare reports and supporting documentation for Board consideration and approval.
- Ensure timely FEC compliance working w/GR department administrative coordinator and the CLA Accounting department.

Job Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required.

- Working understanding of legislative and regulatory process, including rules and procedures of relevant legislative and regulatory bodies. Ability to collaborate with CLA Legal Department to draft legislative amendments on behalf of the crop technology industry.
- Working knowledge of provisions of primary statutes and regulations governing the crop technology industry. Should also possess a basic understanding of legislative history and relevant legal case history.
- Basic understanding of the science related to issues, including data development required to support registration and re-registration and should be comfortable

with discussing scientific issues with government officials and other stakeholders.

- Strong verbal and written communication skills with an ability to produce effective communications materials, including the ability to distill complex and/or technical information into concise, influential communications.
- Proven ability at consensus building and trust/credibility maintenance a must.
- Strong analytical, interpretive, evaluative and constructive thinking skills.
- Strong project management skills.

Education, Work Experience and/or Licensure

- Bachelor's degree in a relevant discipline is preferred.
- 5-10 years of experience and working knowledge directly related to the duties and responsibilities.

Language Skills

- Must have strong command of the English language.

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for long periods of time, stand, travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, tight deadlines and workload.
- Travel required for this position is moderate to extensive. At times travel may be expected on short notice. Travel and other work related assignments may include weekends.
- The noise level in the work environment is usually quiet to moderate.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Please sign and date below, indicating that you have reviewed and understand the information presented in this job description.

Signature

Date