

Washington Food Industry Association (WFIA) is seeking a full-time **Government Affairs Director**. In this role, you will serve as WFIA's (WFIA) government affairs representative in Washington state and will be responsible for coordinating government affairs strategies and initiatives and for lobbying for Washington Food Industry Association's business member's interests.

Essential Functions

Policy Priorities

- Develop a deep understanding of WFIA priorities and the policy issues relevant to those business priorities
- Review, analyze and track proposed state and local legislation, policy and regulations relevant to WFIA's priorities.
- Review legislative tracking and record legislation, regulation, or other proposals that may affect WFIA's interests in our bill tracking system.
- Participate in the development of policy positions, strategies, and execution of tactics to influence state and local legislative activity.
- Develop and coordinate the materials needed to effectively advocate for WFIA's legislative positions.
- Provide cross-functional teamwork within WFIA to develop and deliver advocacy and policy priorities on issues relevant to WFIA's business priorities.
- This position will be based out of Olympia, WA during session. Majority of work is to be performed at a home office.
- Completion of WFIA Annual Legislative Report for members.

Coordination of Government Affairs Initiatives

- Develop and manage strategy for strengthening relationships with elected officials and government agencies and increasing their understanding of and support for issues important to WFIA's priorities.
- Develop and maintain relationships with think tanks, industry advocacy organizations, and multi-stakeholder coalitions to advance the association's policy priorities.
- Work collaboratively with colleagues across WFIA and its membership to develop and implement effective advocacy strategies.
- Represent WFIA with various trade association/industry groups and government agencies.
- Develop and implement a communication program to keep WFIA team, members and key stakeholders informed on governmental issues impacting WFIA's priorities.
- Accountable for budgeting, forecasting and adherence to budget for the function.
- Comply with all applicable lobbying disclosure reporting.

Political Action Committee

- Manage daily operations of the WFIA Political Action Committee; processing PAC contributions and receipts; and dispersing funds after approval from the WFIA PAC.
- Develop recommendations to WFIA PAC for contributions and multi-year strategies for donations supporting WFIA's policy priorities.
- Draft and prepare donor reports and communications, PDC reporting, including thank you notes, solicitations, promotional communications, and newsletter content.
- Write regular newsletter updates to WFIA members.

- Develop and implement multi-year fundraising, marketing and communications plan, including strategies, tactics, goals/benchmarks, and budget.
- Plan and support PAC events and manage political event calendar state-wide.
- Represent WFIA's PAC at campaign fundraising events and attend political events, coalition/stakeholder meetings, and other meetings as necessary.

Other Duties as Necessary

- Review contracts and provide support to the WFIA team during annual events.
- Monitor and manage state and local rules and regulations.
- Present updates and report to the WFIA Board of Directors on legislative and regulatory issues.

Basic Qualifications

- Degree(s) in Political Science, Public Policy/Administration, Law, Business Administration, Communications, or related field.
- 4+ years of experience with government relations/affairs, legislation, advocacy, lobbying, campaign organizing or equivalent combination of education and experience.
- Demonstrated track record of establishing priorities, meeting deadlines, and achieving results.
- Experience as a liaison between an association and government agency with experience communicating with senior executives regarding governmental policy threats and opportunities.
- Willingness to travel to Olympia regularly (monthly) and to travel as needed to support WFIA's government affairs initiatives. At least 1 trip to Washington DC annually to represent WFIA with members on Federal issues.
- Highest levels of integrity, ethics, and honesty.

Desired Qualifications

- Possess a mix of experience including a subset of, working for an elected official, regulatory agency, or public affairs.
- In-house PA/GR experience.

If you are interested in applying for this position, please send a cover letter, resume, and references attention Tammie Hetrick via email at tammie@wafood.org.

About the Washington Food Industry Association

The Washington Food Industry Association (WFIA) is dedicated to promoting and protecting the independent, community-focused grocery and convenience store industry and its suppliers. Founded in 1899, the WFIA represents the state's independent grocers and convenience stores. Membership includes all levels of the food and beverage distribution industry who collaborate to promote the principles of free enterprise to ensure a vigorous, competitive, economically healthy food industry. The grocery and convenience store industry provides about 50,000 Washington jobs. For more information, visit www.wa-food-ind.org.