

Title:

Manager, Government Affairs/Federal Policy

Department:

Government Affairs

Reports to:

Director, Federal Policy

Job Description:

The National Small Business Association (NSBA), America's oldest small business advocacy organization is seeking a Manager, Government Affairs/Federal Policy.

Reporting to the Director of Federal Policy, the Manager will be responsible for building and maintaining NSBA relationships with a diverse group of lawmakers and government/policy professionals. The Manager will contribute to policy development on a wide range of small-business related issues while developing and implementing strategic advocacy initiatives in conjunction with colleagues in the Government Affairs department and outside lobbyists. They will additionally provide regular written and oral updates for the association's membership and leadership. The Manager will need to be skilled at working internally and independently to manage internal issue committees while also assuming a public role in presenting the association's positions to policymakers.

The ideal candidate will have a broad range of interests and issue knowledge, strong issue research capability, experience with federal legislative and regulatory processes, and strong writing and interpersonal skills. The Manager needs to be strategic, fast moving, flexible, hardworking, extremely organized, highly motivated, able to multitask on a wide variety of issues and tasks, and able to work both independently and collaboratively.

Role/Responsibilities

- Represent NSBA with legislators, regulators, in coalitions, hearings, press events, conferences, and the general public.
- Help develop, research, and implement NSBA policy across a range of subject matter areas, including taxation, trade, healthcare, procurement, and more.
- Draft written content and communications, including talking points, reports and memoranda on priority issues, key stakeholder letters, and executive-level briefing materials.
- Cultivate and maintain effective working relationships with lawmakers, staff, and key stakeholders.
- Monitor and analyze federal legislation and policy changes.
- Regularly brief NSBA membership on key legislative and regulatory developments and political dynamics.

Qualifications

- The ideal candidate will have 2-3 years of direct experience working on Capitol Hill, at an Agency, at a trade association, or with a government affairs consultancy.
- Must have a strong grasp of legislative and regulatory procedure.
- Must have very strong written and oral communication skills, including demonstrable analytical expertise.
- Political judgement and sensitivity required.
- Experience working closely with Senate staff significantly preferred.
- Bachelor's degree required.
- Must be willing to register as a lobbyist.

Benefits and Compensation:

NSBA offers competitive compensation commensurate with experience, as well as a generous benefits package includes medical, dental and vision plans for employees and their families, a 401(k) plan, paid vacation, and more.

Starting Salary:

\$65-85,000 (Commensurate with experience)

Work Environment:

NSBA offers a hybrid work environment. The Manager will be expected to be in the office at least three (3) days per week, with remote flexibility on remaining days, subject to the discretion of the Government Affairs department head and the President & CEO.

Submit Applications to:

info@nsba.biz

About NSBA

Founded in 1937, The National Small Business Association (NSBA) is the nation's oldest small-business advocacy organization. With a network of 65,000+ members in every state and every industry across the country – including numerous state affiliates – NSBA operates on a bipartisan basis to represent the interests of all American small businesses. More information about NSBA and its small-business priorities is available at: www.nsba.biz.

NSBA is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex, national origin, disability, or genetic information.