

Position Description

Position: Manager, Government Relations

Reports to: Senior Vice President, Public Policy & Legal Affairs

Position summary: The person in this position works with CDIA members and staff to develop and implement strategies and tactics to confront state legislative and regulatory issues of concern to CDIA members.

Primary responsibilities. The Manager, Government Relations has many important tasks to function successfully for CDIA and its members. The position requires:

- Representing the interests of CDIA and members before state legislatures, state agencies, and offices of attorneys general;
- Building and maintaining relationships with key legislative and administrative agency staffs;
- Providing timely legislative and administrative updates to CDIA staff and members;
- Representing CDIA and member interests before other organizations;
- Writing and delivering testimony before legislative bodies;
- Coordinating conference calls with and among association members;
- Providing periodic presentations to members and allied organizations at meetings and conferences;
- Managing and coordinating the work of state contract lobbyists, and retaining state contract lobbyists as needs arise;
- Working with others on CDIA staff to manage and process state lobbyist billings and lobbyist filings;
- Regular travel, often on short notice. From January to mid-May, travel can be as much as 2-3 trips per month, averaging 1 ½ nights per trip. From late-May to December, approximately 1 trip every 6-8 weeks, averaging 2-3 nights per trip.
- Completing a number of regular state ethics filings;
- Other duties as assigned;

Qualifications and experience. The Manager, Government Relations must have:

- A bachelor's degree, but a graduate degree is advantageous;
- 2-3 years of state lobbying or state government experience;
- Excellent organizational skills;
- An ability to communicate complex issues and information in a manner that is readily understood;
- An ability to effectively handle numerous, time-sensitive tasks simultaneously;
- Outstanding oral and written communication skills;
- Solid negotiation skills;
- Strong interpersonal skills;
- The ability to produce professional documents with minimal errors, including spelling, punctuation and grammatical errors;
- The self-discipline to successfully work without close supervision, but the strength to ask for assistance when necessary;
- Creative thinking for challenging problems;
- Excellent follow-through on commitments;
- An ability to learn and engage in complex issues quickly;

Contact and further information:

- Interested candidates should email a letter of introduction and a resume to resumes@cdiaonline.org.
- The position reports to Eric J. Ellman, Senior Vice President, Public Policy & Legal Affairs. *Please do not contact him directly.*
- The Consumer Data Industry Association (CDIA) is the voice of the consumer reporting industry, representing consumer reporting agencies including the nationwide credit bureaus, regional and specialized credit bureaus, background check companies, and others. Founded in 1906, CDIA promotes the responsible use of consumer data to help consumers achieve their financial goals, and to help businesses, governments and volunteer organizations avoid fraud and manage risk. Through data and analytics, CDIA members empower economic opportunity, helping ensure fair and safe transactions for consumers, facilitating competition and expanding consumers' access to financial and other products suited to their unique needs.