

Position Description: Manager, Government Relations

The person in this position works with CDIA members and staff to develop and implement strategies and tactics to confront federal legislative and regulatory issues of concern to CDIA members. The position reports to the Senior Vice President, Public Policy & Legal Affairs.

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 Congress, and in limited cases, federal agencies, state legislatures and state agencies;
- Building and maintaining relationships with key legislative staffs;
- Providing timely legislative updates to CDIA staff and members;
- Representing CDIA and member interests before other organizations;
- Coordinating policy-based conference calls with association members;
- Making presentations at meetings and conferences;
- Working with other CDIA staff on federal lobbyist filings; and
- 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 Capitol Hill experience;
- Excellent organizational skills;
- An ability to communicate complex issues in a readily understood manner;
- An ability to handle numerous, time-sensitive tasks simultaneously;
- Outstanding oral and written communication skills;
- Solid negotiation skills;
- Strong interpersonal skills;
- The self-discipline to work without close supervision, but the strength to ask for assistance when necessary;
- Creative thinking;
- Excellent follow-through on commitments; and
- An ability to learn and engage in complex issues quickly.

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, residential screening businesses 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.

Interested candidates should email a letter of introduction and a resume to resumes@cdiaonline.org.