National Association of State Departments of Agriculture

Position Description

Date: September 4, 2020

Title: Senior Director, Public Policy

Position Type: Permanent Full-time

Position Available: Immediately

Organizational Supervisor: NASDA CEO

Requirements for Application: A letter of interest, resume, and a list of three references to “Sr. Director Public Policy” at careers@nasda.org.

DESCRIPTION:
NASDA grows and enhances agriculture by forging partnerships and creating consensus to achieve sound policy outcomes between state departments of agriculture, the federal government, and stakeholders.

POSITION SUMMARY
The Senior Director, Public Policy leads the organization’s public policy team to achieve sound policy outcomes that grow and enhance agriculture between state departments of agriculture, the federal government, and stakeholders. This includes developing and executing strategies to advocate and communicate NASDA policy priorities with the Administration and Congress, and coordinating and facilitating the association’s policy development activities.

PRIMARY RESPONSIBILITIES
- Direct NASDA’s strategic policy engagement at the nexus of state departments of agriculture, the federal government, and stakeholders.
- Manage NASDA’s policy team; supervise team members’ performance including advocacy, communications, and member-outreach; and ensure coordination and implementation of strategic issue management activities.
- Develop and leverage relationships with key political officials, agency leaders, Members of Congress, and Hill staff.
- Facilitate association’s policy-development process.
- Oversee development of regulatory comments, official letters, and other policy-related communication pieces.
- Lead development of Policy Team budget.
- Build coalitions and relationships with national organizations representing industry, state and local governments, and nongovernmental organizations in order to advance NASDA’s priorities.
- Lead NASDA’s international trade policy portfolio, particularly those associated with the Tri-National Agricultural Accord.
SKILLS, KNOWLEDGE AND ABILITIES REQUIRED
- Bachelor’s degree in political science or agriculture-related field.
- Minimum of 5 years of experience in public policy.
- Prior experience working on the Hill, Administration, trade association, or other agriculture-related organization.
- Minimum of 3 years of experience in a manager or leadership position.
- Expertise in federal agriculture policy.
- Demonstrated strategic issue management experience and success.
- Demonstrated leadership abilities.
- Strong written and verbal communication skills.
- Strong organizational and prioritization skills.
- Professional demeanor and presentation.
- Sound judgment and decision making skills.

EDUCATION
- Bachelor’s degree required. Advanced degree in agricultural policy, political science, public policy, economics, or other program related to agriculture, food and(or) natural resources is desirable.

TECHNICAL SKILLS
- Advanced knowledge of MS Office Suite.

WORKING CONDITIONS AND/OR PHYSICAL REQUIREMENTS
- Attendance at occasional meetings outside of the office and in the Washington, DC area.
- Occasional travel.
- Physical ability to work on a computer at a desk for long periods.
- Physical ability to occasionally lift up to 25 pounds.

MANAGER/SUPERVISORY RESPONSIBILITIES
This position is responsible for managing and supervising NASDA’s policy team.