

Director, Federal Affairs POSITION DESCRIPTION

The Director of Federal Affairs will develop and implement strategies to advance Auto Care's political, legislative, and regulatory objectives at a federal level. This position will work with Congress and federal agencies to ensure serious consideration of Auto Care Association positions.

Responsibilities

- Work with Congress as well as federal agency personnel to ensure serious consideration of Auto Care Association positions.
- Develop and present testimony and position statements on legislative and regulatory issues.
- Assist Government Affairs team and Association CEO in coordinating the activities of the government affairs department and committee.
- Works with government affairs team and communications department to provide members, press and public with timely information on legislative activities impacting the industry.
- Respond to member inquiries regarding government action and provide assistance to members in solving government-related problems.
- Works with grassroots manager to ensure industry advocacy support for association government affairs initiatives. Also coordinates with grassroots manager and Congressional staff to initiate planning for in-district meetings with legislator targets.
- Supervises on a daily basis federal contract lobbyists
- Manages association efforts to build the Auto Care Caucus on Capitol Hill
- Represent the Auto Care Association in various issue coalitions.
- This individual is responsible for assisting SVP and CEO in managing the Auto Care Association government affairs team
- Work with government affairs team and ACPAC contractor to grow the Association's political action committee; develop candidate contribution budget; and attend targeted candidate fundraisers.
- Travel approximately 15%

Qualifications

- A bachelor's degree, preferably in a job relevant field such as Public Policy, Law, Political Science, Business Communications, etc. or relevant experience
- 7+ years of federal government affairs experience, either on Capitol Hill or with a trade association
- Strong understanding of federal regulatory processes, with experience working with federal legislators
- Experience drafting legislation, writing policy briefs, testimony, letters, etc.
- Senior-level communications skills for internal and external interactions
- Flexibility to adapt to changing priorities and timelines
- Ability to work independently and self-manage to accomplish all aspects of a task
- Proficiency with Microsoft Office applications and related professional applications

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000

independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better and keep drivers safer.

At Auto Care Association, we recognize and appreciate the importance of creating an environment in which all employees feel valued, included, and empowered to do their best work and bring great ideas to the table. We recognize that each employee’s unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to members and partners.

Diversity, equity, and inclusion (DEI) for us represent both a business necessity and a core belief. These concepts represent a fundamental value and code of behavior that impact our daily interactions and decisions. DEI is the result of respecting, valuing, and caring about others and the lives we touch through member engagement, our products, messaging, and operations.

Auto Care Association is committed to providing an inclusive and welcoming environment for all members of our staff and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of our activities or operations.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Senior Director of People Operations, Auto Care Association, at autocarejobs@autocare.org.