

**IOWA STATE ASSOCIATION OF COUNTIES**  
**is seeking a**  
**Director of Government Relations**

**Overview:**

The Iowa State Association of Counties (ISAC) is seeking a Director of Government Relations. The ideal candidate will lead government relations for the statewide organization representing all 99 counties in Iowa. Made up of county elected officials and professionals, ISAC works with 16 affiliate organizations representing the various elected offices and departments that operate at the county level of government.

The Director of Government Relations will serve as the face of ISAC government relations and the lead lobbyist at the Iowa State Capitol, utilizing existing relationships with policymakers and lobbying experience in Iowa, to further elevate the presence of ISAC.

The Director will work closely with longtime ISAC employees to fill any knowledge gaps on the various policy topics impacting Iowa counties. The new Director will work closely with the ISAC Senior Policy Advisor, whose role will be to lead policy analysis, provide policy guidance, and largely support member needs on behalf of the Government Relations Team. The Senior Policy Advisor will lead onboarding for the Director and building a strong relationship will ensure a unified support team for ISAC members.

Government relations is an integral part of the work ISAC does on behalf of its members. The new Director will be responsible for expanding ISAC's presence throughout the state, mobilizing members and staff to leverage the organization's reach to educate state and federal lawmakers, stakeholders, and Iowans on the importance of county government in Iowa.

A more detailed job description is included.

**Compensation:**

The starting salary for the new ISAC Director of Government Relations is \$120,000. Other benefits include health, dental, life, and accident insurance, vacation and sick leave benefits, retirement plans with employer contributions, among other optional benefits.

**Process:**

Interested applicants must submit a cover letter and resume, by Friday, June 26, to [jobs@iowacounties.org](mailto:jobs@iowacounties.org).

For any additional information contact ISAC Executive Director Andrea Woodard at [awoodard@iowacounties.org](mailto:awoodard@iowacounties.org) or 515.244.7181.

# **JOB DESCRIPTION**

## **IOWA STATE ASSOCIATION OF COUNTIES**

### **Director of Government Relations**

#### **Overview:**

The Director of Government Relations position is responsible for the overall direction of the Association's government relations and lobbying program. This position reports directly to the Executive Director, is the manager for the Senior Policy Advisor, leads the Government Relations Team, and serves on the Leadership Team.

#### **Responsibilities:**

- Guides the overall government relations strategy for the Iowa State Association of Counties (ISAC) in consultation with the Government Relations Team, developing legislative and regulatory strategies designed to support county government and association members.
- Serves as the main ISAC contact for state and federal elected officials in Iowa, maintains relationships with policymakers, and positions ISAC as the principal resource for county government with intergovernmental partners.
- Leads the Government Relations Team, which consists of ISAC Executive Director, General Counsel, Director of Member Relations, Senior Policy Advisor, and additional ISAC team members as necessary.
- Represents ISAC, along with ISAC programs and affiliates, as the lead lobbyist for state and federal advocacy, registered to lobby the Iowa Legislature and Executive Branch.
- Manages and oversees the work of contract employees or contracted vendors for the execution of government relations duties.
- Leads the ISAC Legislative Policy Committee (LPC), made up of two individuals from each of the 16 Affiliate organizations, through coordination of meetings, drafting of meeting agendas, and in consultation with the Government Relations Team and LPC Chair.
- Leads the development and implementation of the ISAC policy agenda by working with the ISAC Board of Directors, LPC, affiliates, and ISAC staff.
- Works with the Government Relations Team to educate and inform members on key public policy activities and developments throughout the year, with an emphasis on the state legislative session that begins in January.
- Works with the Government Relations Team to support public policy-related events and public-policy related programming during all ISAC events.

- Maintains and expands relationships with county government stakeholders, coalition partners, and elevates ISAC as a partner in policy discussions and decisions impacting Iowa's 99 counties.
- Traveling throughout Iowa and working outside of office hours is an expectation of the role in order to engage policymakers and members for in-person meetings. The role requires a heavier workload during the legislative session to ensure full coverage and a dedicated presence at the Iowa Capitol.
- Continually support the ISAC mission to promote effective and responsible county government for the people of Iowa.

**Qualifications:**

- Minimum of a B.A. or B.S. in business or public administration, political science, journalism, or other applicable field and a minimum of five years of progressively responsible government relations experience including management responsibilities.
- Possess superior writing ability, excellent oral communication skills, and effective public speaking skills.
- Demonstrate the ability to drive a non-partisan policy agenda, work effectively in a leadership role with both the legislative and executive branches of government, and collaborate with other public and private organizations involved in ISAC issues. The individual must be able to build strong relationships across the political spectrum.
- Possess strong listening and decision-making skills and the ability to think strategically.
- Thrive in a fast-paced, pressured environment with the proven skills necessary to evaluate, mediate, and pivot as needed to meet the priorities of many different county offices and departments and stakeholders.
- Possess strong organizational skills and the ability to multi-task, delegate effectively, and meet strict deadlines.