



Date: May 4, 2023
Position: Director – Government Affairs Programs
Classification: Exempt
Reports to: Vice President, Government Affairs

POSITION OVERVIEW

As the Director of Government Affairs at NAPA, you will help work with NAPA colleagues, member companies and policy stakeholders on efforts to strengthen the asphalt industry and support the industry's growth. You will work closely with the Vice President of Government Affairs and the Vice President of Environmental, Health and Safety, along with other senior staff, on timely legislative and regulatory matters relevant to NAPA membership. This position will be a reliable resource and advocate for the industry, building and fostering relationships with various policy stakeholders. The role requires a nuanced understanding regarding of how Congress works, especially how legislation is crafted and revised with Member offices and relevant committees of jurisdiction. Additionally, maintaining a keen eye on regulatory developments and informing Administration officials on the asphalt industry, and how best to avoid any unintended consequences for asphalt producers, will be key.

Policies impacting the asphalt industries are varied, including tracking policy developments regarding infrastructure programs, grants and funding, environmental standards and impacts, permitting, pavement and technology mandates, trucking, workforce safety and so much more. Monitoring these evolving issues is key; in collaborating with stakeholders throughout Congress, regardless of chamber or party affiliation, as well as working with political and career officials at agencies like the Department of Transportation, Environmental Protection Agency, Department of Labor and others.

Given this scope of work, your workday will be dynamic and touch all corners of NAPA's resources and our membership. Your schedule will revolve around following the latest actions and upcoming events on the Congressional and regulatory schedule, working on asphalt specific authorization and appropriation vehicles, along with industry-specific regulatory developments with agency partners. Efforts will also include working with infrastructure industry partners via coalition letters, meetings, fly-ins and other events.

Along with the advocacy efforts on behalf of NAPA, you will also help lead and manage resources regarding NAPA's membership outreach on grassroots efforts, NAPA-PAC, industry fly-ins and conferences. You will likely split time between working on the Hill, out of NAPA's offices in Greenbelt, Maryland, remotely at home and/or while traveling to NAPA-related conferences and NAPA-PAC events.

KEY RESPONSIBILITIES

- Carries out projects related to federal legislative and regulatory activities, grassroots awareness, industry coalitions and other advocacy strategies.

- Works closely with the NAPA PAC, collaborating on strategy and strengthening its resources and support with NAPA members.
- Works with Congressional, Administration and regulatory allies regarding key policies impacting the asphalt industry.
- Assist with state-level legislative tracking and updates with NAPA's various State Asphalt Pavement Associations (SAPA) partners.
- Assumes other responsibilities as assigned by the Vice President to help advance advocacy efforts in and outside of Washington D.C.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's or Master's degree with five years of employment in public policy, demonstrating increasing levels of responsibility in associations preferred.
- Proficient with Microsoft Office applications. Strong writing skills including editing and proofreading as well as clear and succinct verbal communications.
- Attention to detail is key, as you will help draft and distribute public-facing documents, including letters to the Hill, regulatory comments, legislative text and external communications to members.
- Excellent interpersonal skills with a demonstrated ability to work collaboratively across departments, companies, and with external partners.
- The successful candidate will know how to get policy objectives done, overcome obstacles, but respect others' points of view and positions; knowledge of the road and construction industry is preferable.
- Ability to communicate complex legislative initiatives via straightforward delivery at the highest levels of government and industry.
- Experience conducting and hosting policy committee meetings, virtual webinars and other public speaking opportunities.

Applicants who do not meet these precise requirements with respect to education, training and experience, may apply and NAPA will consider alternative qualifications.

If interested, please provide a resume and cover letter to HR@asphaltpavement.org in the subject line – Government Affairs Director.

ABOUT NAPA

The National Asphalt Pavement Association (NAPA) is a 501(c)6 organization located in Greenbelt, MD, near Washington, DC. It is the only trade association that exclusively represents the interests of asphalt pavement material producers and paving contractors on the national level with Congress, governmental agencies, and other national trade and business organizations. NAPA supports an active engineering, research, and technology program designed to answer questions about technical, health and safety, and environmental issues and to improve the quality of asphalt pavements and paving techniques used in the construction of roads, streets, highways, parking lots, airports, and environmental and recreational facilities. The association provides technical, educational, and marketing materials and information to its members, and supplies technical information to users and specifiers of paving materials. The association, which counts more than 1,100 companies as its members, was founded in 1955.