

Western Governors' Association
Job Description

Policy Director

Organization

The Western Governors' Association is an independent, nonprofit organization representing the Governors of 19 states and three US-Flag Pacific islands. Through their association, the Governors identify and address key policy and governance issues involving, among other things, natural resources, the environment, human services, economic development, intergovernmental relations and international relations.

For more information, please visit www.westgov.org.

Position

Reporting to the Executive Director, the Policy Director is responsible for managing the public policy input and output of the organization. The Policy Director will help develop and promote bipartisan, consensus-based solutions to complex public policy challenges, based on the identified priorities of Western Governors. The Policy Director will manage four to six senior policy advisors working on multiple and concurrent policy development efforts. The Policy Director will help identify issues, develop consensus policies among Governors and staff, and work with the Communications Director and Legislative Director on education and advocacy efforts associated with WGA policies.

Responsibilities

Principal responsibilities of the Policy Director include:

- development and execution of WGA's annual work plan in consultation with Governors and Staff Council members;
- management of the Western Governors' policy resolutions process;
- management and oversight of senior policy advisors;
- leadership of, and participation in, policy project teams to address issues of gubernatorial interest;
- acquisition of grants and alternative funding sources to support the work of policy teams;
- alignment of the policy directorate's work product with gubernatorial priorities;
- service as a liaison to WGA affiliate organizations; and

- coordination with the communications and federal advocacy operations of WGA to ensure aggressive promotion and implementation of the policy directorate's work product.

Qualifications

Ten years of experience working on public policy. Experience working directly in a Governor's office preferred.

Minimum of two years' experience in managing small teams of other staff members.

Superb organizational, leadership, communication and management skills, as well as excellent judgment in developing and implementing priorities.

Outstanding research, writing and analysis skills.

Demonstrated ability to conduct legislative and public policy analysis.

Ability to work independently, as well as within teams, in a multi-task work environment while producing the highest caliber work product in a timely manner

Experience and success with strategic issues management.

Salary: Competitive, depends on experience

To apply: Send a letter of interest and resume to:

Toni McCammon
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Western Governors' Association
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Denver, CO 80202
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fax 303 534-7309

Please feel free to call Toni at 303 623-9378 to confirm that your email, fax or letter has been received.

All applications must be received by February 8, 2013 at 5:00 p.m. Mountain Time.