



# Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

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## Manager of Government Affairs

### **About the Position:**

The Commercial Vehicle Safety Alliance (CVSA) is seeking a manager of government affairs. The successful candidate should be able to work independently, juggle multiple issues, tasks and responsibilities at a time, and enjoy working in a team environment. CVSA has a small but dedicated staff and CVSA is looking to add someone who is driven and eager to learn to our energetic, busy team. The ideal candidate will have 1-3 years of government affairs experience with either, an association, a lobbying firm or on Capitol Hill. Experience with transportation issues is preferred, but not required. Association work, state or federal lobbying or legislative monitoring experience is a plus; however, what is most important is to have the drive and interest to learn as much as you can about commercial motor vehicle safety and enforcement so that the position can grow and broaden in its scope over time. The manager of government affairs will report directly to the deputy executive director. This position, while more entry-level in nature, has the opportunity and potential for growth in both the short and long-term.

### **Position Description:**

The manager of government affairs will assist the deputy executive director with coordinating the government affairs activities within the organization. The incumbent responds to the needs of the membership, including advocacy of public policy positions of CVSA to the proper constituencies, monitors regulatory and legislative activities, and works with the deputy executive director to coordinate regulatory, policy and legislative positions with the legislative and executive branches of government.

### **Position Responsibilities:**

- Monitors legislative and regulatory activities on issues related to commercial motor vehicle safety and enforcement
- Assist in managing the development and implementation of lobbying strategies, including the drafting of statements, letters and testimonies, and direct contact with legislators and regulators
- Maintains personal contact and communication with members of the legislative and regulatory bodies and/or their staff
- Assist in lobbying before Members of Congress and congressional staff on commercial motor vehicle safety related issues
- Provides periodic updates to the membership on legislative and regulatory actions that impact CVSA's mission, vision and goals
- Supports the CVSA Policy and Regulatory Affairs Committee, along with other relevant technical special committees, task forces and ad hoc committees
- Develops and maintains effective working relationships and partnerships with internal and external stakeholders to support programs and services, and policy and legislative activities
- Travel to CVSA meetings and events, as required
- Other duties as assigned by the deputy executive director

**Position Requirements/Qualifications:**

- Bachelor's degree
- 1-3 years of experience, preferably in government affairs or an association setting
- Experience in facilitating meetings and events with congressional staff/members and other key stakeholders and decision makers
- An understanding of federal executive and legislative protocols, policies, procedures, statutes and regulations. Specific knowledge related to commercial motor vehicle and commercial motor carrier safety and enforcement is a preferred but not required
- Demonstrated abilities in developing and maintaining effective, positive working relationships with internal and external stakeholders
- Good organizational abilities, including the ability to manage a number of complex issues in a fast-paced, challenging and stressful environment
- Exceptional verbal, written, listening and interpersonal skills
- Ability to travel

**Salary Requirements:**

The salary for this position is commensurate with experience, plus benefits.

**To Apply:**

Please submit your resume with a cover letter explaining why you are interested in the manager of government affairs position, why you are qualified and your salary to [hr@cvsa.org](mailto:hr@cvsa.org). Applications are due March 16, 2018.