



PUBLIC & GOVERNMENT AFFAIRS DIRECTOR

Definition: Serves as the agency's chief communications officer and leads the agency's government affairs, membership, and advocacy program. Responsible for developing and implementing effective public relations strategies that protect and enhance MORPC's reputation. Oversees the execution of the agency's state and federal government affairs strategies and promoting the active participation of the membership in public policy, advocacy, and organizational programs and events. Represents MORPC to local, state and federal officials. Provides leadership throughout the agency and to local governments on related initiatives, public policy, and collaborative efforts. The Director establishes budgets and sets direction for an annual department plan and priorities. Manages a creative, experienced team. Reports directly to the executive director and serves as a member of the agency's senior leadership team.

Examples of Work

- Develop MORPC's position on proposed local, state and federal legislation and public policy and provide meaningful guidance and strategic advice to executive director, senior leadership team, and members.
- Responsible for managing agency's relationship with legislative and advocacy consulting firm.
- Prepares and presents monthly legislative updates for the Executive Committee, the Commission, Regional Policy Roundtable, and the MORPC leadership team.
- Able to think creatively, approach communications from new angles, and work collaboratively with other departments and programs to achieve agency and programmatic communications and public information goals.
- Focus on building upon the agency's brand and supporting multiple departmental and program marketing and community outreach goals.
- Develop and support partnerships and our reputation as a leading regional organization.
- Works closely with, acts as a trusted senior advisor to, and supports the executive director, officers, and senior management on messaging, speaking opportunities, media requests, internal communications, commission affairs, board relations, and more.
- Serves as lead staff to the Regional Policy Roundtable, Columbus Regional Coalition, OARC and NARC committees, and community working groups or other efforts as required. Assists MORPC Executive Committee as needed.
- Oversees and directs strategic development of a member services plan as well as ongoing membership development, recruitment, retention, and engagement.
- Directs, reviews, monitors, and develops team performance based on the achievement of department and agency outcomes.
- Establishes and maintains close communication and effective working relationships with Executive Director, Executive Committee, Commission leaders, department heads, community partners and funders.
- Represents Executive Director and/or the Commission before governmental bodies and other public meetings.
- Leads development of the familiarity and strategies for cultural diversity and inclusion planning and applies in daily business.

- Attends professional meetings and stays current on professional development.
- Actively supports MORPC's Affirmative Action Plan, Equal Employment Opportunity, Code of Ethics, and other MORPC policies.
- Assists board and department heads in the coordination, development and/or update of the Strategic Plan and its implementation.
- Develops department budget semi-annually, projects revenues and expenditures for new and existing programs. Monitors and controls expenditures and takes appropriate steps to reduce costs and obtain additional revenue. Directs the development of budgets of special marketing campaigns, projects, and events. Monitors and controls expenditures. Obtain additional revenue for events and projects through sponsorship and other fundraising strategies.
- Assists with the organization's efforts to increase revenue and diversify funding sources.
- Creates, communicates, and implements agency's public information, communication, graphic design, social media, website, and other related policies.
- Attends all meetings of the Commission and appropriate committee meetings to report progress and assist in making decisions and to recommend policies.
- Evaluates the effectiveness of programs and projects; drops, adds or revises programs as appropriate.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Ability to handle multiple projects, prioritize, and proactively initiate change and new strategies. Experience in leading strategic planning and execution of communications plans and in working with media and social media. Advanced understanding of the federal and state legislative/public policy processes, local government concerns and necessities, along with regional methods. History of anticipating topics and the skills to be strategic, proactive and innovative. Ability to effectively lead a professional team and counsel senior team leaders and board members on government affairs and communication matters. Strong media relationships and experience as a media spokesperson. Specialized knowledge, skills and understanding of digital and social marketing. Understanding of current management and office practices and Microsoft Office computer applications. Should have valid driver's license, good driving record and maintain automobile liability insurance coverage as required by MORPC. Should be willing to use personal vehicle with mileage reimbursement to conduct MORPC business. Essential functions include the ability to use telephone, computer and participate in meetings and events outside the office and during evenings and weekends.

Acceptable Experience and Training

Bachelor's Degree and a minimum of ten (10) years experience in a communication and government affairs position including five (5) years in a management role. A Master's Degree in public administration, political science, public policy, planning, or related field preferred. A minimum of seven (7) years of professional experience in local and/or state government required.

MORPC is an EOE/AAP employer. Please mail resume to or complete an application at MORPC, Attn: P&GA-1-17, 111 Liberty St., Ste 100 Columbus, Ohio 43215, or email resume to submitresume@morpc.org for consideration.

Please no phone calls.

www.morpc.org