



## **Director, Government and Public Affairs**

**Location: Washington, DC**

**Type: Full Time/Exempt**

Are you inspired by the possibility of working with the largest community of designers in the world? Are you a seasoned government affairs professional with expertise at the federal and state level? Join the American Society of Interior Designers (ASID) as we continue to innovate for the benefit of our members in the interior design industry. ASID represents 25,000 members across 46 chapters by building cross-functional and interdisciplinary relationships among designers across all specialties including design practitioners, students, manufacturers, and suppliers.

At ASID, we have worked hard in the last few years to modernize who we are and to put in place a new foundational vision that Design Impacts Lives. In 2016, ASID moved into our new headquarters in downtown Washington DC. This new and innovatively designed office space supports the health and well-being of our employees while improving our organization's productivity, engagement, and retention.

### **Summary**

We are looking to hire a Director, Government and Public Affairs to lead ASID's state and federal government and public affairs program by formulating and executing on an annual strategic legislative agenda. Launch multipronged advocacy campaigns, both proactively and reactively, that are related to interior designer's rights to practice and interior designers as business practitioners and firm owners. Coordinate these efforts in cooperation with members, state chapters and partner/stakeholder organizations, councils, and committees.

### **Responsibilities**

We are looking for someone with a minimum of eight to ten years' experience in government/public affairs, at least three of which should demonstrate leading and setting strategy for a GPA program. The candidate will fulfill the following responsibilities.

- Performs annual planning of GPA agenda in alignment with the Society's strategic plan
- Achieves metrics defined through program, budget, operations, and contract management to include management of subcontractors and consultants
- Manages the process of implementing state legislation, regulation, and public affairs. Responsible for existing and/or new legislation (state and federal)
- Identifies, develops, maintains, and leverages strategic relationships with relevant external organizations, state chapters, councils, and committees
- Develops state, chapter legislative and public affairs activities/programs using strategic intelligence.
- Conducts rapid analysis of relevant legislation, regulations, and administrative actions, including policy and budgetary implications.

- Prepares issues briefs, draft legislation, and grass roots advocacy materials on legislative, regulatory, code, and voluntary standards issues
- Develops materials to support GPA efforts including educational materials, presentations, and content for web, e-communication, and other platforms
- Acts as primary spokesperson on all GPA items
- Collaborates strongly with all internal teams and chapter member communities to ensure strong comprehension and alignment

### **Qualifications**

- Bachelor's degree is required; Masters or law degree preferred; 8-10 years' experience in government/public affairs is necessary; prefer experience having led and directed a GPA program focused on state legislative and policy issues in the environmental or built environment.
- Must understand the legislative process and the workings of state and federal government and be able to share that understanding with others. Important to possess the ability to work with and adapt to all kinds of people, as well as have experience in training and managing other people.
- Possesses an active network of well-positioned state and federal contacts
- Must have proven ability to network, negotiate and build relationships and consensus in order to achieve goals within ASID and with external audiences (government, partners, opponents, etc.)
- A self-starter, with strong written and verbal communication skills
- A strategic thinker with good project management and problem-solving skills
- Preferred knowledge of PACs and political fundraising

**To apply, please submit a cover letter, salary requirements and resume to [jobs@asid.org](mailto:jobs@asid.org). Applications without all submission requirements will not be considered.**