



InterHab Associate Director

Position Description:

Under the direction and guidance of the Executive Director, this position is responsible for the association's governmental affairs efforts as well as assisting in oversight of association administrative functions. The Associate Director operates in a leadership capacity, subject to supervision by the Executive Director, and would assume executive functions as delegated by the Executive Director when the Executive Director is unavailable to execute those responsibilities. Position duties include:

Essential Functions:

- Advise and assist the Executive Director regarding the association's government relations program
- Supervise association administrative functions, as assigned by the Executive Director

Governmental Affairs:

- Create and nurture professional relationships with stakeholders, legislators, state executives, and community leaders Engage in regular legislative outreach and serve as primary contact point for all legislative inquiries
- Collaborate with the Executive Director and member leadership in identifying strategies for implementation of InterHab's legislative priorities
- Promote association members' interests before legislative and administrative entities
- Monitor key legislative committee and subcommittee hearings
- Coordinate the creation of governmental affairs committee agendas and support committee chairs in facilitating meetings Collaborate with the Executive Director and member leadership in organizing the association's annual GA retreat Collaborate with the Executive Director, member leadership and appropriate legislative entities in drafting legislation to advance priorities identified by the association
- Serve as team lead in organizing and implementing InterHab's legislative events
- Coordinate, and implement an InterHab grassroots advocacy strategy

Association Administration:

- Assist the Executive Director in implementing the association's strategic plan
- Collaborate with the Executive Director in the fiscal management of the association
- Conduct regular member outreach, as identified in collaboration with the Executive Director
- Oversee day-to-day association functions, as delegated by the Executive Director

Miscellaneous:

- Assume any other tasks or responsibilities as assigned by the Executive Director

Required Qualifications:

- Bachelor's degree
- Two years of experience in governmental affairs, grassroots advocacy strategy or policy development

Office Location:

- 700 SW Jackson, Suite 1100, Topeka, Kansas 66603

Salary and Benefits:

- This full-time leadership opportunity is salaried and includes benefits
- Compensation commensurate with professional experience

Please submit cover letter, resume and references to Matt Fletcher at mfletcher@interhab.org