

**Job Description**  
**Government Affairs Manager**  
**Delmarva Chicken Association**

**Position:** The objective of this position is to interact with local, state and federal legislative bodies and government agencies to represent the interests of the Association and members.

**Reports to:** Executive Director

**Specific Duties:**

- Researches and monitors government activities that could affect the Association and Delmarva chicken community, including growers, chicken companies and allied businesses.
- Assists executive director and Board with strategic planning for known and potential regulatory activities related to the Association and Delmarva chicken community.
- Works with DCA grower committee to help develop advocates for the Delmarva chicken community
- Prepares, reviews and edits updates for internal/external communications.
- Builds and maintains professional relationships with members of federal, state, and local government entities and agencies.
- Joins trade associations and industry committees and seeks leadership roles.
- Collaborates with industry advocates to build areas of common interest.
- Testifies before government committees in support of the Association and Delmarva chicken community.
- Advocates for legislative and public policy changes that will support the Association and Delmarva chicken community.
- Performs other duties as required.

**Qualifications**

- Bachelor's degree in communications, business, political science, public relations or related field.
- Minimum of five years' experience in advocacy or public policy
- Knowledge of agriculture or poultry is preferred, but not required.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Strong government contacts at local, state, and/or federal levels.
- Strong analytical and problem-solving skills.
- Ability to organize, plan and prioritize workload involving multiple projects at one time.
- Proficient with Microsoft Office Suite or related software.
- Must have/maintain a dependable vehicle with proof of license and insurance.

**Physical Demands**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at times.

**Work Environment**

The Delmarva Chicken Association office is located in Georgetown, DE, however remote work is expected and work from home may be considered. Some occasional work could be required on nights and weekends. Candidate must have a valid drivers' license and use his/her own automobile for association travel, that may

involve up to 15,000 miles per year. Mileage reimbursement will be provided. Some overnight travel might be required. The position is exempt and overtime compensation will not be offered after 40 hours per week.

**Compensation & Employee Benefits**

Salary is commensurate with experience. Benefits include health, dental, vision, life and disability insurance; pension plan contributions, holiday, vacation and sick leave pay.

**April 2022**