

## Legislative & Public Relations Specialist

**Position Summary:** The individual in this role is a legislative, public relations, and advocacy specialist with strong communication and negotiating skills who persuades legislators, policy makers, and the public to move public policy in favor of RMAI's interests. This position will develop and execute comprehensive advocacy strategies to shape state legislative and regulatory activity and strengthen advocacy efforts throughout the nation. This position will represent RMAI in front of state legislators and regulators. The individual holding this position must anticipate state legislation and public policy trends and emerging issues to proactively shape the environment to make it more favorable to RMAI's interests. The position will develop relationships with policymakers, regulators, community advocates, business groups, public policy groups, associations, and other stakeholders and drive their engagement on key public policy issues. Rigorous compliance with all lobbying rules is a critical component of this role.

The individual will also assist the association in writing, editing, and researching collateral policy papers related to the financial services industry as well as assisting in drafting memos, press releases, newsletter and magazine articles, web content, and other collateral material as assigned.

**Position Status:** Full Time Exempt  
**Reports to:** General Counsel

### Job Responsibilities:

- Advocate and engage with elected officials, agencies, departments, and stakeholders on behalf of RMAI.
- Develop a deep understanding of RMAI's priorities.
- Develop and implement successful strategies to advance RMAI's priorities, leveraging existing network and building additional and relevant relationships.
- Possess a working knowledge of other interest groups holding similar or opposing positions or that will have an impact on RMAI.
- Writing, editing, and researching collateral policy papers related to the financial services industry.
- Drafting legislative position memos, press releases, newsletter and magazine articles, web content, and other collateral material as assigned.
- Other responsibilities include scheduling and facilitating meetings with legislators & stakeholders.
- Responding to regulatory inquiries and testifying at public hearings.
- Register, track, and report all lobbying activities with government agencies and report expenditures to stay within Ethics and State compliance guidelines.
- Identify and track legislative bills and rules impacting RMAI members.
- Occasionally, representing RMAI at public meetings and conferences.

### Minimum Qualifications

The successful candidate should have previous lobbying and/or public relations experience and a network of contacts with policymakers and other members of public office.

- Bachelor's degree with significant coursework in political science, communications, business, or related disciplines.
- 3+ years of experience working on legislative, compliance, or regulatory matters.

- High proficiency with Microsoft Suite and collaboration and project management tools/cloud services such as Google Docs or others.
- Demonstrated written and verbal communication skills.
- Track record of success leading projects and delivering desired outcomes.
- Ability to travel (less than 20 percent of time).

### **Preferred Qualifications**

- Solid understanding of the governmental process.
- Knowledge of the regulatory landscape and trends impacting local industries.
- Experience working in a fast-paced environment and under tight timelines to deliver high-quality results.
- Experience collaborating with partners across multiple disciplines and functions.
- Experience in financial services.
- Demonstrated research skills.

### **Desired Attributes**

- Self-directed and driven; able to deliver on deadlines and deliverables with minimal oversight.
- Overcomes challenges and obstacles and using creativity and persistence.
- Uses people skills and diplomacy to build relationships.
- Flexible and open to change; can pivot quickly when situations call for it.
- Quick study: seeks out information and can quickly get up-to-speed on an issue to contribute and add value.

### **Compensation & Benefits**

- \$70,000- \$85,000 based on experience
- 401(k) program with 5 percent employer match
- Health insurance for employee (100 percent employer coverage)

Please email resume and cover letter to [dreid@rmaintl.org](mailto:dreid@rmaintl.org).