



Government Relations Manager – Federal Affairs

Job Overview

The Government Relations Manager for Federal Affairs will be responsible for national affairs, policy development, and grassroots outreach for the Arizona Farm Bureau. This full-time position offers the opportunity for travel, both in-state and out-of-state. In addition, the Government Relations Manager may provide support, as needed, for the Director during the State Legislative session.

Reports To: Government Relations Director

Hours: Full-Time

Location: Gilbert, AZ

Qualifications

The successful candidate will have 2-4 years of experience in federal public policy and an extensive network with federal policymakers. A self-starter with excellent interpersonal and communications skills are a must; agricultural backgrounds preferred. Frequent travel required.

Duties and Responsibilities

Serve as the Arizona Farm Bureau National Affairs Coordinator (NAC):

- Spearheading lobbying efforts on federal issues relevant to the Arizona agricultural industry, consistent with Arizona Farm Bureau policy.
- Maintaining and improving relationships with Arizona's Congressional delegation and staff, federal agencies, and American Farm Bureau Federation public affairs staff.
- Organizing semi-annual fly-ins to Washington, D.C. Fly-ins may consist of either in-person visits to Washington, D.C., or in-district tours with Farm Bureau members. The NAC will be responsible for scheduling visits, identifying key issues to discuss with Congressional offices and staff, and coordinating with American Farm Bureau to schedule meetings with committee staff and agencies. The NAC will also be responsible for briefing Arizona Farm Bureau members with talking points and issue overviews to prepare them for the trip.

Oversee the Arizona Farm Bureau Policy Development Process:

- Organizing state-level Issue Advisory Committee meetings
- Attending and providing support for all County Policy Development Meetings (will require extensive in-state travel from June – September)
- Preparing Resolutions Committee workbook and report for the Arizona Farm Bureau annual meeting
- Preparing the Board President and delegates for and attending meetings related to American Farm Bureau's Resolutions processes

Spearhead Arizona Farm Bureau's Grassroots Outreach:

- Developing and executing grassroots advocacy campaigns, including innovative programs and events to highlight our members' work for elected officials
- Identifying new ways to engage members in policy discussion and encourage participation in the legislative process
- Producing written communications for Arizona Farm Bureau members regarding progress on policy priorities