

Job title	USTMA Manager, Public and Government Affairs
Reports to	Vice President Public Affairs and Director, Government Relations

Job Purpose

The Manager, Public and Government Affairs will support USTMA’s public policy initiatives, primarily at the federal level, as well as USTMA’s communications initiatives. The Manager, Public and Government Affairs—

- Directly engages Members of Congress, congressional committees, key agency staff, coalition partners and others to successfully advance USTMA priorities.
- Serves as liaison to the Congressional Tire Caucus and is responsible for drafting communications to the caucus, developing briefing materials and planning events and other engagement.
- Supports the development and implementation of advocacy campaigns around issues of key importance to the U.S. tire manufacturing industry; conducts research and writes and develops a wide array of communications materials.
- Assists in supervising outside contractors and supports the development and management of budgets, contracts, and invoices; effectively manages projects among USTMA’s public affairs consultants.

The position reports to the VP Public Affairs and the Director of Government Relations and requires effective collaboration with all other members of the organization, the government relations and public affairs staff of USTMA member companies, and representatives of industry partners and allies.

Essential Duties and Job Responsibilities

- Identify opportunities to advance the public policy interests of USTMA and its members at the federal level. Leverage existing contacts and develop new relationships with Members of Congress to advance USTMA legislative priorities in a credible and trusted manner.
- Act as day-to-day liaison with key congressional offices, committees, and the Congressional Tire Caucus. Support federal advocacy efforts by attending hearings as necessary, assisting in managing USTMA’s annual fly-in and drafting written materials for both internal and external audiences.
- Monitor federal legislative and administrative activity with the potential to affect USTMA’s policy initiatives. Assist Director of GR with any research tied to legislative tracking process, identifying, analyzing and tracking legislation and regulations.
- Assist in coordinating the activities of USTMA consultants and lobbyists.
- Work closely with Public Affairs team to develop advocacy materials and related communications including one-page policy leave-behinds, press releases and social/digital media content, letters to legislative offices, talking points for press inquiries and interviews, and other external communications.
- Provide regular updates to internal and external stakeholders, including GR Committee, USTMA policy committees and other USTMA departments.
- As directed by the Director of GR, support the development of and/or maintain relationships with outside organizations to understand the groups’ policy positions and areas of consensus with USTMA.
- Collaborate with USTMA regulatory affairs staff and policy committees to support outreach initiatives to advance USTMA public policy advocacy agenda.

Qualifications

Education

Bachelor’s Degree in political science, public policy, communications, journalism or a related field.

Knowledge and Skills Required

- Commitment to highest ethical standards and USTMA values of trust, collaboration, passion, and respect.
- Minimum 5 years' experience in communications, public affairs, government relations or comparable.
- 3+ years' federal legislative experience.
- Existing relationships and credibility with Members of Congress.
- Proven success developing or influencing federal legislation and public policy.
- Strong familiarity with policy communications and legislative operations.
- Exceptional writing and editing skills.
- Demonstrated ability to think strategically and creatively while delivering superior tactical execution.
- Flexibility and adaptability to changing priorities with short notice. Must be a team player, willing to pitch in and support colleagues.
- Strong project management and organizational skills; ability to handle multiple tasks/projects, take initiative and work accurately and efficiently in fast-paced environment.
- Ability to register as a federal lobbyist.
- Familiarity with transportation or environment policy a plus.
- Expertise in using basic MS Office programs, Office 365.
- Travel may be required (12-15 days per year average).

Direct Reports

None

Approved by:	
Date approved:	
Reviewed:	