

EXECUTIVE POSITION PROFILE

Chief Public Policy Officer



**The Council
of State
Governments**

This search is being conducted by:

VettedSolutions

Washington, DC • Chicago, IL • Los Angeles, CA

Telephone: +1.202.544.4749



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Position Description

Summary

The **Chief Public Policy Officer** for The Council of State Governments (CSG) will help advance the organization's mission to champion excellence in state governments to advance the common good by guiding the development and delivery of innovative and creative programs, initiatives and services designed to provide state officials with the information and insights necessary for them to understand complex public policy issues and to better govern the states.

This role will identify the public policy and research priorities of the member jurisdictions and create relevant, impactful programs and services to provide the member jurisdictions with the expertise to successfully address public policy challenges. This position reports directly to the Executive Director/CEO and oversees a \$12 million budget and 25 staff.

Headquartered in Lexington, KY, CSG is the nation's only organization serving all three branches of state government. It is a region-based forum that fosters the exchange of insights and ideas to help state officials shape public policy, which offer unparalleled regional, national and international opportunities to develop leaders, network, collaborate and create problem-solving partnerships.

Essential Duties and Responsibilities

The Chief Public Policy Officer will:

- Lead CSG's national public policy team, overseeing a geographically dispersed, diverse team of public policy professionals capable of positioning CSG as the "go to" resource for state officials on public policy issues.
- Serve as a member of CSG's senior leadership team directly engaged in organization-wide operations, including strategic and budget planning, development of strategic partnerships and other opportunities to achieve CSG's mission.
- Serve as the senior adviser on public policy and research to the executive director/CEO and deputy director.
- Consult and collaborate with the deputy director and the directors of communications and advancement to achieve cohesive leadership of and effective project management of cross divisional teams working on CSG projects and initiatives.
- Oversee the CSG National Center for Interstate Compacts, the CSG Shared State Legislation process, the CSG national policy resolution process, the CSG Legal Task Force and the CSG Center of Innovation as components of the CSG policy team.
- Work in collaboration with the CSG Justice Center to advance CSG's mission.
- Develop and deliver the products, services, tools and technologies state officials need to enhance excellence in state governments.
- Collect and analyze data to create new knowledge and insights to help guide state officials in understanding and addressing public policy challenges.
- Create and pursue research projects to discover what works in governing the states.
- Curate the work of other entities and organizations to provide CSG member jurisdictions with cutting-edge understanding of public policy issues.
- Collect, monitor and share trend data to help state officials better prepare for the future.
- Identify how states can enhance public policy outcomes and better utilize resources to achieve more.

- Serve as a mentor and manager to CSG policy team members, providing them with the leadership, support, collaboration and guidance to create and foster a professionally satisfying work culture.
- Serve as a trusted colleague to other senior leadership team members, helping them achieve their organizational priorities and goals and engaging them as collaborators in the work of the CSG public policy team.
- Prepare excellent written materials and reports with well researched conclusions and recommendations.
- Exercise the highest ethical standards in all aspects of the work.
- Represent CSG and its executive director/CEO, deputy director and policy team in front of audiences of CSG stakeholders and be a resource for CSG's communications team in responding to media inquiries.
- Provide information in response to requests from state officials and colleagues in CSG's regional offices.
- Develop positive relationships with state officials and engage a diverse cross section of state officials in the work of CSG.
- Manage budgets effectively.
- Possess expertise in the interbranch, interstate, international and intergovernmental nature of CSG's work.
- Possess expertise in the proper creation of surveys, statistical analysis and data collection and analysis sufficient to direct accurate research on a wide array of public policy issues.
- Possess excellent critical thinking, problem solving and communications skills.
- Compellingly convey information to many audiences in a variety of formats including written reports, fact sheets, speeches, presentations, info graphics, websites, social media, videos and other digital platforms.
- Manage projects to produce promised results in a timely manner.

- Communicate with senior leadership team members on the status of projects and solicit their advice and participation in helping leverage the work of the public policy team for maximum impact.
- Identify, cultivate and forge strategic partnerships with other entities and organizations to advance CSG's mission.
- Support, sustain and grow sources of external funding for projects that advance CSG policy priorities.

Skills & Abilities

- Ability to serve as an effective leader, manager and mentor to policy team members.
- Ability to develop, administer and oversee multiple program and project budgets.
- Ability to examine disparate data sets to discern patterns and glean unique insights from the data.
- Ability to conceptualize and convey data in ways which enhance its utility to end users.
- A working understanding of the state government budgeting processes to accurately evaluate state government program performance.
- Knowledge of state and federal policy issues and programming.
- Understanding of state and federal policy development processes.
- Skill and competence to work effectively with a myriad of state officials, including high-level executive, legislative and judicial officials.
- Ability to work with leading experts in the field of state policy, including researchers, policy experts, program providers and private sector representatives.
- Strong research skills, including internet research and personal interviews.
- Strong writing skills, including policy analysis, reports memos, articles and correspondence.
- Working knowledge of accounting and budgeting principles.
- Familiarity with administering organizational human resources and travel policies.

- Skill and competence to work independently and to handle a variety of tasks and assignments concurrently.
- Able to maintain confidentiality and handle politically sensitive work.
- Self-motivated, able to take initiative and see complex tasks through to completion.
- Ability to work collaboratively with multiple internal and external partners and honor commitments once made.

Experience

At least seven years with significant responsibilities in public policy focused work, law, research, government affairs, economics and government service or related fields. Proven track record of successfully managing a team and budget.

Education Requirements

Bachelor's degree in public policy, leadership, political science, economics, government finance or related field and a graduate degree in public policy, government, public administration, law or related field, strongly preferred.

Physical Requirements

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently communicates with internal and external partners.
- Frequently operates a computer to create policy briefs, memos and presentations.
- Frequently remains in a stationary position to perform desk duties.
- Frequently works in a well-lit, tempered room.
- Occasionally moves throughout office to communicate to coworkers.
- Seldom transports objects, such as files or paper boxes, with weight up to 25 pounds.

CSG National Headquarters

1776 Avenue of the State
Lexington, KY 40511

CSG Web Presence

Web: www.csg.org

Facebook: www.facebook.com/CSGovts/

Twitter: [@CSGovts](https://twitter.com/CSGovts)

YouTube: www.youtube.com/user/CSGovts

Blog: knowledgecenter.csg.org/kc/blog

This search is being conducted by:

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