



POSITION PROFILE

Director of Government Relations

WASHINGTON DC OFFICE OR MID-ATLANTIC HOME OFFICE

Position Summary

The Director of Government Relations reports to the Senior Vice President of Government Relations. This position is responsible for developing, coordinating, directing and implementing state and local government advocacy and other programs within the geographic area of responsibility which includes DC, NJ, PA, DE, MD, VA, & WV as well as assisting with ICC's engagement and advocacy with the Administration, Congress, and national stakeholders.

Position Responsibilities

- Making recommendations for the development and implementation of programs related to state and local governmental adoption of the International Codes and other ICC services and interests.
- Strong member relations component - acting as the primary liaison between ICC and members in regional area of responsibility for all ICC government relations activities, products, services, and other inquiries. Extensive interaction with chapters and ICC members both in-person and virtually.
- Building relationships with Members/Chapters to ensure they know the organization supports them and to gain their support for the organization.
- Building regional, state and local coalitions of code officials, design professionals, contractors, building owners and managers, private companies, municipal and county government associations, elected officials, and other interested parties to further the goals of the ICC.
- Evaluating existing programs, services and procedures and recommending improvements as necessary to support the goals of the ICC.
- Monitoring state and local government legislation and regulatory activities, analyzing impact on ICC, developing and presenting testimony and other advocacy materials that support organizational objectives.
- Proposing, independently and through coalition partners, state and local legislation and regulations that support the goals of the ICC.
- Assisting the VP of Federal Relations in tracking and analyzing federal legislation and federal regulations and guidance documents; drafting press releases, membership updates, talking points, and issue briefs on federal matters; preparing comments on federal legislation and

administrative proceedings; and engaging with national advocacy organizations in support of ICC's federal priorities. Making presentations to government officials (direct lobbying), design professionals, contractors, and other interested parties on all aspects of the ICC.

- Representing the ICC at member and stakeholder meetings, conferences and trade shows.
- Assisting with federal/national policy and advocacy matters as needed.
- Analyzing information and recommending courses of action to be taken.
- Assisting as assigned with national activities in the DC area.
- Establishing and implementing effective internal communications.
- Regular reporting of activities.
- Preparing annual cost center budget.
- Managing own cost center budget and track expenditures to ensure compliance with approved budget.
- *Extensive* travel throughout Mid-Atlantic Region (and occasionally nationally) required (Approximately 60%).
- Other duties as assigned.

Essential Skills and Education/Experience/Location

- Ability to Travel up to 60% throughout the mid-Atlantic region of the country, specifically DC, NJ, PA, MD, DE, VA, and WV.
- Valid Driver's License required.
- Regular access to automobile required.
- 3-5 years of experience in policy or advocacy-related fields required.
- Previous experience with a national trade association, specifically in the fields of government relations and/or member relations, strongly preferred.
- Direct state and/or federal lobbying experience preferred.
- Bachelor's Degree required. Juris Doctor and/or design or engineering advanced degree preferred.

- Strong skills in Microsoft Office, and proven ability to master other computer software.
- Excellent organizational skills and attention to detail.
- A proven history of delivering on commitments and success in the legislative and/or regulatory policy arena preferred.
- Patience, understanding, independence, professionalism, reliability.
- The ability to use, productively, the knowledge, experience, and efforts of others.
- Excellent communication and presentation skills.
- Residence in one of the States in this position's assigned territory or District of Columbia.
- Ability to work independently and as part of a large, nationwide field staff.

About ICC

The International Code Council is a member-focused association. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. Most U.S. communities and many global markets choose the International Codes.

The Government Relations Plan is the advocacy program affecting the interests of ICC and its members in relation to Federal, State and Local governments and private sector organizations.

ICC Headquarters

500 New Jersey Avenue, NW,
6th Floor
Washington, DC 20001

Web Presence

www.iccsafe.org/about-icc/government-relations/
www.iccsafe.org/federal-state-and-local-activities/
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Jim Zaniello, *President*
Vetted Solutions
1101 14th Street NW, Suite 910
Washington, DC 20005
+1 202 544 4749
jim.zaniello@vettedolutions.com



Mason Baxter, *Associate*
Vetted Solutions
1101 14th Street NW, Suite 910
Washington, DC 20005
+1 202 544 4749
mason@vettedolutions.com

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