

**Job Title:** Director of Government Relations

**Position:** Full time, salaried, exempt position

**Pay and Benefits:** Salary and benefits package (commensurate with experience)

**Location:** St. Paul, MN

**Overview of Position:**

The Minnesota Retailers Association (MnRA) is seeking to fill the position of **Director of Government Relations**. This person will be responsible for representing a diverse membership of retail merchants while providing a unified voice for retailers in Minnesota at the state capital. This person will attend and report directly to the MnRA President on meetings with state legislators, staff and executive branch officials, as well as other interested parties. This person will attend legislative committee hearings and testify on behalf of the association. Researching issues, drafting policy position papers, and reviewing correspondence are also major components of the position. This person will periodically support various special assignments that may include some in-state travel.

**Preferred Qualifications:**

- Minimum 2 years experience in government affairs or association work.
- Knowledge of state legislative and regulatory processes.
- Can communicate clearly and consistently, verbally and in writing.
- Strong legislative research and writing skills.
- Knowledge of business related issues a plus.
- Able to conduct legislative research and reporting on various government relations issues
- Good listener and quick study on complex issues.
- Open to direction, supervision and constructive criticism/feedback.
- Strong interpersonal and organizational skills.
- Strong computer skills to monitor state legislation and regulations.
- Bachelor's Degree required