

THE COUNCIL OF STATE GOVERNMENTS

NATIONAL ASSOCIATION OF STATE TREASURERS

TITLE: Director of Federal Relations
REPORTS TO: NAST Executive Director
LOCATION: Washington, DC

The National Association of State Treasurers (NAST), an affiliate of The Council of State Governments, encourages the highest ethical standards, promotes education and the exchange of ideas, builds professional relationships, develops standards of excellence and influences public policy for the benefit of the citizens of the states.

Membership is composed of all state treasurers, or state finance officials with comparable responsibilities, from the United States, its commonwealths, territories, and the District of Columbia. Headquartered in Lexington, Kentucky, NAST is recognized as a national force whose work has influenced public policy at both the state and federal levels. NAST is instrumental in developing and promoting standards of excellence regarding ethical conduct, policy guidelines and accountability, and model legislation and regulations. The NAST Office of Federal Relations in Washington, D.C. provides a resource for state treasurers to communicate concerns on pending legislation and regulatory actions by federal agencies.

POSITION SUMMARY:

The Director of Federal Relations is the primary contact for members, Congress, federal agencies, and other organizations concerning NAST policy and activities associated with its advocacy efforts. The DFR works with the NAST Legislative Committee and provides oversight and coordination on advocacy activities for the College Savings Plans Network (CSPN), the National Association of Unclaimed Property Administrators (NAUPA), and the State Debt Management Network and other internal groups to develop a comprehensive strategy and approach to address the legislative and regulatory issues and concerns of the State Treasurers, The DRF will continually strives to increase involvement and awareness of NAST and its members in these areas.

The Director of Federal Relations is the primary advisor to the Executive Director/CEO on all legislative, regulatory, and advocacy issues.

RESPONSIBILITIES:

- Represent the legislative and regulatory interests of NAST before Congress, the Administration, and quasi-regulatory bodies.
- Work and coordinate with the Networks to coordinate, develop and implement programs in the legislative and regulatory arena.
- Provide timely updates to NAST members.
- Activate and involve members in advocacy and outreach efforts.
- Coordinate advocacy activities with our affiliate organization, the Council of State Governments, and all other state organizations.
- Represent NAST interests before associations, trade groups, agencies, and others.

- Coordinate and supervise the activities of the NAST legislative consulting firm.
- Draft and review testimony before Congress and other agencies.
- Draft correspondence to Congress and other agencies.
- Draft resolutions on subjects of interests to NAST members.
- Plan and coordinate the annual Legislative Conference.
- Serve as staff support to the Legislative and Financial Literacy Committees by:
 - i. Working with the chair of the committee, prepare meeting and conference call announcements, agendas, and minutes.
 - ii. Prepare and deliver committee reports.
 - iii. Develop background information on legislation that may be assigned to other committees for review.
- Travel to and participate in NAST conferences and activities.
- Provide articles for the weekly e-newsletter: NAST News
- Assist in the development of the NAST annual budget for items within the scope of the Director of Federal Relations position.
- Perform other duties needed or assigned by the NAST Executive Director/CEO.

EDUCATION/EXPERIENCE:

- Bachelor's degree in public policy, political science or related field, advanced degree preferred.
- Minimum five years of successful advocacy experience within an association setting.
- Comprehensive knowledge of Congress, the Administration, and other agencies.
- Excellent organizational, interpersonal, analytical, writing and communications skills with a strong emphasis on public presentations.
- Knowledge of public finance, banking, securities, and/or state government issues.
- Working knowledge of Microsoft Office products (i.e. Word, Excel, PowerPoint, Outlook) , internet proficiency and other PC applications.

APPLY: Send cover letter, resume and three professional references by **December 23, 2011** to:

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