Executive Director, Government Relations & Public Policy
Washington, DC

FUNCTIONAL PURPOSE

Manages and directs the development and implementation of the Postal Service's public policy issues at federal and state levels to include legislative goals and strategies, tactics, and messaging; represents the Postal Service with Congress, the Executive Branch, and State-level and other public officials.

DUTIES AND RESPONSIBILITIES

- Directs the development and management of policies, strategies, and written materials designed to protect and advance the legislative and public policy interests of the Postal Service and its customers.
- Provides effective intelligence, counsel, education, and proposed legislative solutions for the Board of Governors, Executive Leadership Team, and Postal Service executives.
- Develops and manages USPS relationships with all levels of government, including Members of Congress and their staffs, state and local government officials, and representatives of government agencies to educate and advocate on Postal Service programs and policies. Develops coordinated and timely responses to written and oral public policy inquiries.
- Manages the development of high quality, targeted external communications on legislative and public policy issues in support of the Postal Service business objectives and provides information specifically requested or required by federal or state policy makers.
- Manages the Congressional hearing process to communicate Postal Service legislative and public policy agenda, goals, and needs by preparing witnesses and gathering intelligence regarding topics, questions, and outcomes.
- Oversees the review of policy and major operational decisions of other departments from a government relations standpoint; promotes recommendations concerning communication, timing, and overall attitude of Congress.
- Manages the Historian and Corporate Library to support research and analysis functions for all business units.
- Manages a team of technical and professional employees; provides timely guidance, feedback and mentoring to direct reports; helps others strengthen specific knowledge and skills preparing employees to fulfill current or future responsibilities; plans and supports the development of others while monitoring performance.

REQUIREMENTS:

EDUCATION REQUIREMENT

1. Bachelors or graduate Degree in government, political science, public policy or a closely related field of study from a college or university accredited by a national or regional accreditation organization recognized and sanctioned by the U.S. Department of Education.

EXPERIENCE REQUIREMENT

2. Ten (10) years of progressive and relevant experience of working in and leading a legislative/government relations and public policy function working on Capitol Hill, for a federal agency, or trade association; which includes five (5) years of leadership experience providing strategic vision, accountability, support, and development to professional staff members. Preferred
candidates with have direct experience liaising with Congressional members, committees and their staff.

EXECUTIVE LEADERSHIP COMPETENCIES
3. Customer Focus, Communication, Integrity, Strategic Focus, Employee Capability Development, Business Results, Innovation and Change Management, Business Acumen, and Collaboration

JOB REQUIREMENTS
4. Knowledge of Public Policy and government legislative
5. Ability to manage and develop meaningful relationships with key elected officials, appointed administration officials, non-government organizations, and associations to convey the organization's position as well as opposing positions on a variety of topics.
6. Ability to consider industry trends when making decisions and understand critical aspects of business model and operating structures to provide input into decisions.
7. Ability to identify public policy issues that impact the company and develop positions on public policy issues that reflect the company's business needs.
8. Ability directing cross-functional teams to produce persuasive written materials to help advance the organization's public policy goals.
9. Ability to analyze, correlate and assemble facts and information quickly, succinctly, and persuasively for distribution inside and outside the organization.
10. Ability to manage multiple priorities in a fast-paced environment.
11. SPECIAL CONDITIONS: Willingness to submit to a Tier 4 Background Investigation (BI). This investigation requires, among other things, completion of a questionnaire and fingerprinting for a criminal records check. The investigation may require a drug test. The successful applicant will be required to meet and maintain the requirements of this level of background investigation while holding this position.