

***Cannabis Control Commission
Job Description***

Department: Administration

Reports to: Executive Director

Job Title: Director of Government Affairs

FLSA Status: Exempt

I. PURPOSE OF THE JOB

Under the direction of the Executive Director, leads the government relations functions of the Commission and serves as a liaison across all levels of government.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- In collaboration with the Executive Director, Commissioners, and other senior staff, develop and manage strategy for strengthening relationships with local, state, regional, and federal officials—especially those who represent communities of disproportionate impact— and government agencies, and increase their understanding of and support of the Commission.
- Communicate and advocate the Commission’s priorities and mission to officials and staff.
- Monitor legislation and policy activities; update and advise the Executive Director, Commissioners, and senior staff about relevant proposals and actions, and analyze potential impacts on the work of the Commission.
- Monitor the Commonwealth’s budget development process and advocate for the Commission’s priorities.
- Coordinate government relations strategy with other relevant stakeholders, including the Executive Director and Commissioners.
- Develop a wide range of materials in support of the Commission’s work, including, but not limited to, legislative summaries, talking points, facts sheets, testimony, and letters.
- Provide technical assistance to the Executive Director and Commissioners on government relations issues.
- Assist with the development and implementation of special projects, including, but not limited to, legislative reports as required by law.

III. OTHER DUTIES AND RESPONSIBILITIES

- Work with the Executive Director and Commissioners to ensure open communication between local, state, regional, and federal agencies and staff.
- Attend meetings and hearings that directly impact the Commission, including state agency trainings.
- Draft and/or review responses to relevant correspondence.
- Perform related duties as assigned.

IV. SUPERVISORY RESPONSIBILITIES

- Direct daily supervision of Commission personnel may be required.

V. KNOWLEDGE AND SKILLS

- Knowledge of Commission’s mission, standards, and goals.
- Excellent management and communication skills, including strong writing skills.
- Analyzing, drafting, and interpreting legislation, policy, and budget documents.
- Strong interpersonal and organizational skills.

- Strong critical and strategic thinking.
- Strong computer skills (i.e., Word, Excel, Access).
- Preparing a variety of written communications such as testimony, fact sheets, and reports.
- Planning and organization skills.
- Ability to work independently, as well as with teams.
- Working with people from diverse cultural and ethnic backgrounds.

VI. EDUCATION AND EXPERIENCE

- Bachelor's Degree in Political Science, Public Affairs, Public Relations, Communications, or related field from an accredited institution of higher education required; advanced degree preferred.
- Five years of experience working in government sector.