

GOVERNMENT AFFAIRS DIRECTOR

The Government Affairs Director, under the direction of the Associate Director and in consultation with ARCA's legislative and communications consultants, coordinates state government affairs, legislative advocacy, and community relations to advance the advocacy agenda of ARCA and its members. The Government Affairs Director develops and manages ARCA's legislative program and communications strategy and is the main legislative contact for ARCA staff, committees, and members.

ABOUT ARCA: The Association of Regional Center Agencies (ARCA) represents California's 21 non-profit regional centers that coordinate services for, and advocate on behalf of, over 450,000 people with developmental disabilities. Governed by a 42-member Board of Directors, and informed by numerous multidisciplinary committees and professional peer groups, ARCA works with government entities, stakeholders, and the Legislature to strengthen the developmental disabilities service system as a whole, and support the role of regional centers within it.

RESPONSIBILITIES: The primary work of the Government Affairs Director is focused on legislative advocacy and community relations, using diverse resources to achieve outcomes in both areas. Additional work includes staffing various committees, including the Legislative Committee and the Communications Discipline Group.

Legislative Advocacy

- Anticipate, identify, track, prioritize, and influence legislation of relevance to regional centers and the developmental disabilities system through the legislative lifecycle.
- In collaboration with relevant staff and consultants, develop strategies for the passage, defeat, or amendment of proposed legislation, including the Budget bill.
- Lobby and coordinate lobbying efforts on behalf of the Association; draft and submit position letters; provide public testimony, direct lobbying of legislators, legislative staff, government agencies, and stakeholders. Provide community level advocacy through action alerts and social media and by working with organizational partners.
- Develop and maintain ongoing relationships with legislative and committee staff, including but not limited to, Human Services Committees.
- Coordinate ARCA's annual Grassroots Day, including scheduling meetings, developing information packets, and supporting regional centers before and during the event.
- Coordinate ARCA's biennial Capitol Briefing Day, with the participation of key state-level stakeholders, to provide key information to Capitol staff.
- Write and edit updates to provide information to ARCA's Board of Directors and the regional centers on legislative/Budget events, state/federal news, and major legislative/policy issues.

Communications and Community Relations

- Develop and maintain relationships with diverse stakeholders and advocacy groups.

- Engage in outreach to diverse allies and communities to help develop a stronger base of support for ARCA positions.
- Produce and implement social media advocacy campaigns to support one-time and ongoing advocacy work, in collaboration with the communications contractor and in coordination with ARCA's Communications Discipline Group.
- Coordinate public awareness campaigns that advance the perspectives and voices of regional centers, people with developmental disabilities, family members, and service providers.
- Through weekly newsletters, email marketing, social media, press releases, other printed materials, and videos, maintain and expand ARCA's direct connection to community members, legislators, Capitol staff, and key stakeholders.
- Promote and provide communication support for ARCA projects and local regional center events and campaigns.
- Support the establishment and growth of local community relations by regional centers.
- Represent ARCA at various public and private events.
- Provide training to regional center staff and community stakeholders on legislation, the legislative process, legislative advocacy, and communication and engagement with policymakers.

CORE SKILLS: The Government Affairs Director must be able to work effectively in a fast-paced environment with high political sensitivities, representing the Association both formally and informally before a diverse range of interest groups. Success in this position requires superior written/oral communication skills and understanding of both the California developmental services system and California's legislative processes.

Core Skills

- Effective communication with a broad range of interested parties, including board members, regional center staff, government officials and staff, community partners, and stakeholders
- Knowledge of disability culture, developmental services history and current context, and the mission of the regional center system
- Extensive knowledge of legislative, Budget, and regulatory processes and functions
- Use of CapitolTrack or other legislative tracking services
- Knowledge of state and regional health and human services organizations and functions
- Understanding of current trends in the use, techniques, methodology, and specific strategies unique to each social media platform, including X, Facebook, Instagram, and YouTube
- Familiarity with email marketing platforms such as MailChimp or Constant Contact
- Web development using WYSIWYG content management systems; WordPress is preferred
- Public speaking before diverse audiences
- Proficiency in communicating with diverse audiences across various ethnicities, generational cohorts, political leanings, social groups, and communication modalities
- Building and maintaining coalitions
- Strong organizational and project management abilities
- Excellent writing and editing skills, including the ability to adjust messaging for various audiences and the presentation of complex and abstract topics in straight-forward, concrete oral and written forms

PROFESSIONAL EXPERIENCE: Given the sensitive nature of the position, the Government Affairs Director should have a professional background that demonstrates a deep understanding of

legislative advocacy and strong communications and interpersonal skills. Experience with human services issues is beneficial.

Qualifications

- Bachelor's degree required
- 5-7 years of progressively increasing experience in government affairs, a similar range of regional center experience, or a combination of both may also be considered
- Trade association experience preferred
- Bilingual in Spanish preferred