

JOB PROFILE SUMMARY

- Federal Government Affairs Program Manager
- Works under the general supervision of the Vice President for Communications and Government Affairs.
- Serves in the Office of Communications and Government Affairs in the Office of Revenue at the Corporate Office Building.

Conceives, gains approval of, and oversees the execution of federal lobbying strategies for the Aviation and Dulles Corridor Enterprises. Acts as liaison between the Airports Authority and all levels of federal governmental and non-governmental support organizations (such as industry association) on matters of critical importance to the Airports Authority. Performs related functions.

GENERAL RESPONSIBILITIES

- Maintains awareness of politically sensitive issues, critical needs, and areas of special concern or urgent/vital interest to the Airports Authority.
- Develops and executes lobbying strategies to present the Airports Authority's position and represent its interests on legislative initiatives at the federal level.
- Analyzes federal legislative proposals, rules/regulations or other issues/actions to assess the impact on key Airports Authority policies, programs, and funding sources.
- Develops or approves briefing papers, testimony and similar communications material to present to federal officials, legislators, and key staff.
- Attends federal legislative sessions and events to personally communicate with officials and staff regarding the Airports Authority's position and testifies at hearings, as needed.
- Researches issues and prepares official responses to inquired from federal governmental entities such as the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Customs and Border Protection (CBP), and the National Park Service (NPS); elected officials; and the general public.
- Works with the Office of Engineering, Office of General Counsel, Office of Finance, and the Airport Managers to ensure coordination and collaboration in all efforts involving federal government issues and initiatives.
- May plan and coordinate special events such as orientations, meetings, and tours for federal governmental officials.
- Serves as a key advisor to the President and Chief Executive Officer (CEO), the Executive Vice President and Chief Operating Officer (COO), the Executive Vice President and Chief Revenue Officer (CRO), and the Vice President for Communications and Government Affairs on overarching federal governmental affairs strategy and strategic governmental affairs initiatives.
- Supports the State and Local Government Affairs Program Manager, as required, and works with state/local governmental entities as appropriate.
- Represents the Airports Authority at meetings, conferences and hearings on matters concerning the Airports Authority's interests at the federal level.
- Performs other duties as assigned.

QUALIFICATIONS

1. Eight years of progressively responsible experience in government affairs that includes: successfully developing and implementing strategic efforts to represent and promote an organization's interests; and maintaining liaisons with senior level governmental officials.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

1. Knowledge of federal governmental organization/operations and legislative processes.
2. Knowledge of, and skill in, representing an organization's interest to federal legislators and departments/agencies.
3. Ability to perform detailed analyses of data and information and make recommendations.
4. Well-developed ability to speak and write effectively with an emphasis on persuasive communication techniques.
5. Ability to interact with contacts in a businesslike, customer service-oriented manner; maintain a strong presence in, and participate with, governmental officials.
6. Ability to use computer hardware and modern office suite software.

PREFERRED QUALIFICATIONS

- Extensive experience working with federal Executive Branch officials.
- A Bachelor's Degree in Government, Government Relations, Public Policy, Political Science, or related field.

EDUCATION

- A bachelor's degree in any field or an equivalent combination of education, experience and training totaling four years.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the eight years of experience. For example, a master's degree in any field may be substituted for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- Regular travel to local and beyond-local cities is required.