



## VICE PRESIDENT OF GOVERNMENT RELATIONS

### Position Description

#### **PURPOSE:**

The Vice President of Government Relations directs the Washington, DC advocacy efforts of the National Religious Broadcasters (NRB), and serves as the principal advocate to all branches of the Federal government. In addition, the position works to form strategic partnerships with like-minded organizations, as well as corporate entities, and the media.

#### **QUALIFICATIONS:**

##### **Education, Experience, and Training:**

The ideal candidate will have: 1) detailed knowledge and experience in both legislative process and strategy; 2) at least five years working in government relations advocacy, as congressional staff, with the FCC, FTC, or in some other government relations capacity; 3) an extensive network of Capitol Hill staff and policy connections at like-minded organizations, and at the FCC and FTC; 4) outstanding writing and communication skills; and 5) a tenacious commitment to the defense of First Amendment freedoms.

##### **Knowledge, Skills, Ability:**

- Intimate knowledge of the legislative process.
- Understanding of the function of the Federal Communications Commission (FCC) and the Federal Trade Commission (FTC).
- Well-developed critical thinking skills.
- Must be proactive on issues related to NRB.
- Outstanding oral and written communications skills.
- Experience doing media interviews for print, radio and television.
- Enthusiastic leader who enjoys working with people, both in person and on the phone.
- Well organized, excellent time manager; comfortable at multi-tasking.
- Able to effectively manage people and tasks at hand.

#### **REQUIREMENTS:**

The applicant should be a committed, well-established, mature Christian and an active member of a local Evangelical church. The applicant should have a Bachelor's degree in Political Science, Business, Journalism, or a communications-related field. A graduate degree in political science or law is helpful, but not required.

#### **PRIMARY RESPONSIBILITIES:**

##### **Element 1 – Advocacy:**

- Develop and maintain a thorough understanding of the legal, legislative, and regulatory issues impacting the community of Christian broadcasters.
- Develop a thorough understanding of business, technology, and cultural issues and trends affecting broadcasters.

- ❑ Develop and maintain key relationships with Members of Congress and congressional staff.
- ❑ Strengthen ongoing relationships with congressional leadership and key committee staffs.
- ❑ Build and maintain effective contacts with FCC and FTC Commissioners and their staff.
- ❑ Prepare responses to Notices of Proposed Rulemaking at the FCC.
- ❑ Draft Congressional testimony for the CEO as needed.
- ❑ Work with member attorneys to develop Amicus Curiae briefs, draft legislation, and draft responses to proposed legislation.
- ❑ Develop effective working relationships with other like-minded organizations, associations, coalitions, and working groups, including the National Association of Broadcasters.
- ❑ Develop and maintain effective working relationships with corporate entities that intersect with the work of NRB, including Google and Facebook.
- ❑ Develop and maintain effective working relationships with media that work on issues related to NRB.
- ❑ Effectively represent NRB with the White House and other Executive Branch agencies, as necessary.
- ❑ Work in close cooperation with NRB's General Counsel, coordinating all advocacy efforts.
- ❑ Coordinate all advocacy efforts, working with other NRB staff as appropriate.
- ❑ Complete quarterly lobbying report.

**Element 2 – Communications:**

- ❑ Work in close coordination with NRB's Communications division to communicate legislative and regulatory issues clearly and effectively to members and other entities.
- ❑ Prepare Media Alerts to membership on key issues and develop talking points for them to use in discussion with their Congressional members.
- ❑ Contribute original content and provide editorial support for all NRB publications, in matters of legislative or regulatory interest.
- ❑ Work in close coordination with the NRB CEO's office and NRB's Communications Division in the development and production of electronic publications and other content as needed.
- ❑ Provide content and strategy for NRB's social media accounts
- ❑ Continually research First Amendment threats in all areas including online discrimination of Christian content, and keep current the Internet Freedom timeline on the NRB website.
- ❑ Maintain and continually update the Advocacy and Legislative Priority sections on the NRB website.
- ❑ Serve as an effective media spokesperson for the NRB, when directed by the CEO.
- ❑ Provide concise and well-written reports summarizing NRB's legislative and regulatory efforts.

**Element 3 – NRB Member Relations:**

- ❑ Support the advocacy efforts of the NRB-member organizations desiring to visit their elected representatives or FCC or FTC commissioners and other Executive branch officials as appropriate.
- ❑ Develop NRB member profiles, in cooperation with NRB's Membership division, enabling the collection of industry data and information to support official NRB filings or testimony.
- ❑ Develop working relationships with influential NRB member organizations that will help enable expanded access to legislators and regulators in Washington.
- ❑ Develop programs and strategies that will encourage NRB members to engage and communicate with their elected representatives through their local congressional offices.

**Element 4 – President’s Council:**

- ❑ Oversee the President’s Council recruitment and renewal activities.
- ❑ Coordinate the yearly Capitol Hill Media Summit, developing the speakers, venues, and recipient of the annual Freedom Award.
- ❑ Maintain ongoing contact with members throughout the year.
- ❑ Identify and set-up monthly webinars for President’s Council members with key political and industry individuals.
- ❑ Oversee the President’s Council reception at the NRB convention each year.

**Element 5 – Management:**

- ❑ Manage the day to day operation of NRB’s Government Relations office.
- ❑ Ensure that the Government Relations office is operated in a manner that reflects well on the association.
- ❑ Develop budget for the Government Relations office.

**Element 6 – General:**

- ❑ Perform other duties, as assigned by the CEO of the association.
- ❑ Perform all work with the highest ethical and moral standards, in compliance with all NRB internal policies and procedures.
- ❑ Strive to maintain a servant attitude toward co-workers, accepting them as Christ accepted you.
- ❑ Strive to fulfill our motto: “Excellence in all things, and all things to God’s glory.”

**SUPERVISOR:**

This position reports directly to the CEO of NRB.