

## CLSA JOB DESCRIPTION

<b>Job Title:</b>	Manager, State Government Relations
<b>Job Level:</b>	Manager
<b>Location:</b>	Sacramento, CA
<b>Reports to:</b>	Vice President, State Government Relations
<b>Hours:</b>	Full-time; Monday – Friday between 8:00 am and 5:00 pm
<b>FLSA Status:</b>	Exempt
<b>Travel:</b>	Approximately 20%

### About California Life Sciences Association (CLSA)

California Life Sciences Association (CLSA) is the state's largest and most influential life sciences advocacy and business leadership organization. With offices in Sacramento, San Diego, South San Francisco, and Washington DC, CLSA works closely with industry, government, academia and others to shape public policy, improve access to innovative technologies and grow California's life sciences economy. CLSA serves biotechnology, pharmaceutical, medical device and diagnostics companies, research universities and institutes, investors and service providers throughout the Golden State.

### Job Summary

The State Government Relations Manager will participate in the implementation of strategy, member relationship development and overall business advancement of initiatives with state and local policy makers.

The Manager must be highly detail oriented, and have strong organization, computer technology, and time management skills. In addition, he/she will possess the ability to learn systems quickly and utilize them to research and solve problems independently, and will demonstrate professional and effective communication. This position has access to information that demands a high level of confidentiality and maturity. Responsibilities can vary from day-to-day and the Manager must be able to adapt to the ever-changing needs of the organization.

### Primary Responsibilities

#### Government Affairs

- Review daily publications, websites and other media resources to identify key issues that are pertinent to the CLSA membership.
- Review daily and weekly calendars for legislative hearings, policy briefings, etc. that address key issues that impact CLSA's membership base.
- Write *Sacramento at a Glance*, a weekly newsletter highlighting CLSA's activities in Sacramento and report of relevant state policy issues with the help of the Senior Director of policy and other team members.
- Plan, attend and participate in hearings, briefings on legislation, and other healthcare policy meetings/events as directed by the VP of State Government Relations.
- Support Political Action Committee activities, events and fundraising efforts.
- Coordinate and support CLSA's monthly speaker series.
- Oversee deliveries to State Capitol and other offices.
- Work with CLSA staff, member company representatives, and outside vendors with planning, execution and on-site coordination of CLSA events, meetings and educational programs.



- Enhance and maintain positive working relationships with legislators, legislative staff, agency officials and other associations.
- Under the direction of the VP of State Government Relations, work on special projects as assigned.

#### **Administrative Management**

- Manage administration for the Sacramento office.
- Schedule meetings/events.
- Make conference call arrangements as required.
- Serve as first point of contact on telephones and greet CLSA guests.
- Maintain knowledge of CLSA Sacramento's computers, servers and network systems.
- Assist communications staff with social media activities as needed.
- Other Duties as Assigned.

#### **Scope**

- Applies policies and procedures to resolve issues.
- Works individually and on departmental projects.
- May participate in cross-functional committees such as for company events.
- Reports to the Vice President, State Government Relations, and the Director, Alliance Development & Advocacy; provides regular status updates to them and relies on them for input.
- Builds internal and external relationships and supports culture through daily interactions.

#### **Background and Experience**

- Bachelor's degree preferred.
- Two to five years of work experience in a related field including leadership, or project management experience.
- Legislative experience strongly preferred, campaign experience a plus.
- Understanding of trade association operations a plus.
- Excellent verbal and written communication skills.
- Demonstrated record of sound political judgment and bipartisanship or the ability to maintain confidentiality and discretion is essential.
- Ability to operate independently under solid pressure to meet tight deadlines, while producing high-level work.
- Keen sense of customer service, ensuring that the member experience is positive.
- Ability to interact professionally with high-level executives.
- Proficiency in Microsoft Office required (Word, Excel, Outlook and PowerPoint); proficiency in Salesforce, a plus.
- Ability to work collaboratively and effectively as a team member to meet goals.

