CLSA JOB DESCRIPTION

Job Title: Vice President – State Government Relations  
Job Level: Vice President  
Location: Sacramento  
Reports to: President & CEO or SVP Government Relations & Public Affairs  
Hours: Full-time; Monday – Friday  
FSLA: Exempt  
Travel: Estimated 25%

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, Los Angeles 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. CLSA was founded in 2015 when the Bay Area Bioscience Association (BayBio) and the California Healthcare Institute (CHI) merged.

Job Summary:

Based in Sacramento, this position directs and manages the team responsible for CLSA’s California state government affairs activities and advocacy efforts and conducts strategic lobbying activities in Sacramento on behalf of the life sciences industry and CLSA. Primary responsibilities are focused on identifying legislative and policy objectives that support CLSA’s mission and working with the CLSA leadership team, members, policymakers and partner stakeholders to accomplish these objectives.

Primary responsibilities:

- Collaborate with and support the SVP Government Relations & Public Affairs as well as the CEO and other members of CLSA’s leadership team to oversee and direct the strategic priorities and day-to-day operations of the state advocacy team.
- Identify, develop and advocate policies to promote the growth of California’s life sciences industry.
- Design and implement strategies and operational plans to influence outcomes of key issues.
- Direct and lead the Sacramento in-house and community relations teams as well as contract lobbyist activities in pursuit of CLSA policy and related priorities.
- Prepare and/or review letters, briefing documents, testimony, position papers, op-eds, etc. establishing, explaining and advocating CLSA policy, legislative and related positions.
- Establish relationships and regular contact with the staff and members of the Assembly, Senate, and the Governor’s office, as well as state agency officials.
- Appear before key legislative committees, the Governor’s office and other regulatory bodies to provide testimony and advice on issues important to the life sciences community.
• Manage the CLSA state government relations and legislative strategy committees, organizing regular teleconferences and in-person meetings.
• Supervise the fundraising for and management of CLSA’s state political action committee, the California Life Sciences Associations PAC.
• Supervise the management of relationships with industry partner trade groups, business groups and other advocates for life sciences in California.
• Oversee State Government Relations team assistance in management of grassroots advocacy programs engaging CLSA member organizations in legislative action and education efforts.
• Coordinate relations with CLSA member and partner stakeholder organizations (e.g., AdvaMed, BIO, Biocom, PhRMA, etc.) along with state and federal government relations contacts and manage related responsibilities both in and out of Sacramento.
• Collaborate with CLSA’s President and CEO, SVP of Business Development and other business development colleagues to actively support recruitment of new members into the association.

Scope:

• Develops long-range functional objectives and strategies; and translates functional strategies into operational plans.
• Initiates new business ideas and prioritizes initiatives for the function to optimize success.
• Provides reports or presents results directly to the board of directors and relevant board committees.
• Handles complex issues with significant impact on the organization and employees within function.
• Controls and directs a single, significant function.
• Develops proposed budget and manages to budget once approved.
• Works with decision makers in member organizations, and with key prospects.
• Directly supports revenue generation by participating with the business development team in key, high-level meetings, and leveraging professional network.
• Has Director or Manager level direct reports and manages consultants.
• Sets the priorities for direct reports and models a management style in alignment with the organization’s values.
• Attracts, evaluates, motivates and rewards employees in functional area.

Background and Experience:

• Ten (10) or more years of directly related industry experience in a Life Sciences, non-profit, or in a like organization.
• Minimum of 5 years managing professional level employees and influencing teams.
• B.A. or B.S. required; M.A or M.S. degree in a related field a plus.
• Extensive experience working with California state legislators and government officials.
• Relationships with the legislature, senior legislative/committee staff, and key personnel in the executive branch. Ability to work independently, to lead and manage multiple projects.
• Existing Experience managing a political action committee a plus.
• Demonstrated record of sound political judgment and bipartisanship.

This job description is intended to indicate the kinds of tasks and levels of work that are required of positions that fit in this classification and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any manager to assign, direct and control the work of employees under his or her supervision.