



IDFA
International
Dairy Foods Association

Position Available: Senior Director, Legislative Affairs

Position has responsibility for analyzing and formulating IDFA's policy positions and advocating for IDFA's legislative priorities before members of Congress and their staff.

Responsibilities include:

- Legislative strategies in support of IDFA's policy goals, including the association's appropriations priorities
- Analyze legislation and effect on dairy industry
- Build relationships with IDFA members to understand their business issues and policy objectives
- Build relationships with policy makers and coalition groups
- Liaison with outside stakeholders and coalitions
- Develop briefing materials to help educate policy makers and other stakeholders
- Draft policy papers, testimony and statements
- Attend fundraisers as well as other political activities, meetings and hearings

Job requirements:

- Excellent analytical as well as written and verbal communication skills a must
- Understanding of the U.S. political process and willingness to develop and expand political contacts
- Excellent people skills (must be able to interact with members of Congress and their staff, coalition groups and policy makers on a daily basis)
- Familiarity with Capitol Hill, particularly the Senate, and United States Department of Agriculture
- Agricultural policy experience
- Leadership and organization skills to effectively run committee meetings
- Confident public speaker who is able to address legislative and policy issues at board meetings and conferences
- Problem solving skills to assist members with issues and ability to interpret and explain relevant legislation and policies
- Customer service skills to assist members in many different capacities from complex legislative questions to general inquiries
- Must be a self-starter
- 10+ years of experience preferred

If interested, please submit your resume to Tracy Boyle at tboyle@idfa.org