

Job Position: Manager of Legislative Affairs

Organization: International Dairy Foods Association (IDFA)

Location: Washington, D.C. (Potential for Remote Work Schedule)

Overview: The International Dairy Foods Association (IDFA) is seeking a skilled and motivated Manager of Legislative Affairs to join our dynamic team in Washington, D.C. IDFA represents the nation's dairy manufacturing and marketing industries and works to ensure a favorable legislative and regulatory environment for dairy products. The Manager of Legislative Affairs will play a crucial role in advocating for policies that support the dairy industry's growth and sustainability. This position reports directly to the senior vice president, legislative affairs and economic policy, and works closely with the workforce policy team.

Responsibilities:

1. **Legislative Advocacy:** Monitor, analyze, and track legislative developments, as well as trade and workforce policy related to the dairy industry. Work with other team members to develop strategies and initiatives to advance IDFA's policy priorities.
2. **Policy Development and Grassroots Communication:** Collaborate with IDFA teammates, members, and external stakeholders to develop and articulate policy positions. Draft position papers, comments, policy briefs, and other advocacy materials, such as "fly-in" talking points as well as member communications supporting targeted grassroots campaigns. Work cross-functionally with colleagues and the Communications team to maintain website and member communications, particularly targeted grassroots engagement.
3. **Relationship Building:** Cultivate and maintain relationships with staff in government and congressional offices and industry allies to promote IDFA's interests and influence policy outcomes.
4. **Coalition Building:** Participate in coalitions and industry groups to amplify IDFA's advocacy efforts and build consensus around key legislative issues.
5. **Issue Management:** Respond to legislative inquiries and support advocacy campaigns. Represent IDFA at meetings and industry events and monitor congressional hearings that focus on issues of interest to the association.
6. **Internal Coordination:** Work closely with team members, communications department, and member organizations to ensure alignment on legislative priorities and messaging.
7. **Budget Management:** Assist in the development and management of the legislative affairs and Political Action Committee (PAC) budgets.

8. **Reporting and Analysis:** Prepare regular reports and presentations on legislative activities, policy developments, and advocacy outcomes for internal stakeholders and board members. Conduct analysis to evaluate the effectiveness of advocacy efforts.
9. **Compliance and Ethics:** Ensure compliance with lobbying disclosure requirements and ethical standards in all advocacy activities. Stay informed about relevant laws and regulations affecting lobbying activities.
10. **PAC Support:** Assist in the coordination and administration of IDFA's Political Action Committee (PAC) activities, including fundraising efforts, compliance with lobbying disclosure requirements, as well as the filing of required federal lobbying forms. Monitor fundraising opportunities for targeted candidates and provide this information to teammates in a timely manner.
11. **Member Programming:** Support workforce team in developing, communicating about, and delivering programming and communications to member organizations while using outcomes of such programming in advocacy for a robust workforce.
12. **Economic Policy Support:** Support Chief Economist by collecting and inputting data into spreadsheets used to convey analytical information to IDFA members and outside stakeholders.

Qualifications:

- Bachelor's degree in political science, public policy, law, or related field.
- Minimum of 5 years of experience in legislative affairs, government relations, or public policy advocacy, preferably within the food or agriculture sectors.
- Strong understanding of legislative and regulatory processes, particularly related to agriculture and food policy.
- Excellent written and verbal communication skills, including the ability to distill complex issues into clear and compelling messages. Must be fluent in Excel and able to create spreadsheets.
- Proven ability to build and maintain effective relationships with stakeholders at all levels.
- Strategic thinker with strong attention to detail and demonstrated experience in developing and executing advocacy campaigns.
- Ability to work independently, manage multiple priorities, and thrive in a fast-paced environment.

Application Process: To apply for the Manager of Legislative Affairs position, please submit a resume and cover letter outlining your qualifications and interest in the role to Jobs@IDFA.org. Applications will be reviewed on a rolling basis until the position is filled.

Benefits: IDFA offers competitive compensation and benefits packages, including health insurance, retirement plans, professional development opportunities, and a collaborative work environment dedicated to advancing the dairy industry's interests.

Join IDFA in shaping the future of dairy policy and advocacy. Make a difference in one of the nation's vital industries. Apply today!