

MESSA is deeply committed to diversity and inclusion in its hiring practices. We are an affirmative action, equal opportunity employer. People of color, women, and members of other historically marginalized social identity groups are encouraged to apply.

MS 19-21-22

DATE OF POSTING: November 22, 2021

TERMINATION DATE FOR APPLICATION: December 2, 2021

POSITION: **LEGISLATIVE AFFAIRS MANAGER**

COMPENSATION/BENEFITS: Grade M8

STAFF RELATIONSHIP: Responsible to Gisgie Gendreau
Director, Communications & Government
Relations

EMPLOYMENT DATE: As soon as possible

SEND APPLICATION AND RESUME TO: **Human Resources Department**
Michigan Education Association
1350 Kendale Blvd., P.O. Box 2573
East Lansing, MI 48826-2573

POSITION SUMMARY:

Manage and direct internal and external government relations activities; identify, track, document and analyze State and Federal legislation, administrative rules, political developments, trends, health policy papers and media reports regarding health care issues and legislation of impact on member health plans, and other items which may require an organizational response or action. Collaborate with contracted lobbyists to educate and influence legislators about MESSA and its positions; support and execute MESSA's legislative strategies in concert with Executive Administration and Director of Communications and Government Relations with confidentiality and sensitivity. Maintain historical files; and compile and file of financial reports. Manage relationships with lobbying firms, which includes delegating and prioritizing work based on MESSA priorities.

While performing the duties of this job, the employee is regularly required to work in a stationary position, move about the office spaces, operate computers and other office equipment, and communicate effectively with internal and external parties. The employee will occasionally move materials up to 20 pounds.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plan daily research and assessment of state and federal legislation to determine impact on health care and related legislation. Determine level of impact and escalation to the Executive Director and Director Communications and Government Relations.

PRINCIPAL DUTIES AND RESPONSIBILITIES (continued):

Actively build and manage relationships with legislative staff, lobbyists, insurance underwriters and partner organizations. This includes directing the work of the lobbying firms, providing direction regarding MESSA priorities, relevant hearings to attend, meetings with Legislators, and important topics to advocate for on behalf of the MESSA.

Collect, compile and provide analysis of data to prepare legislative reports including bill summaries, current status, and potential for passage, and monitor and manage dissemination of information to appropriate department director for feedback and additional analysis, if impacted.

Alert and provide analysis of pertinent and sometimes critical legal and administrative rules at state and federal levels that impacts laws, rules and MESSA operations.

Support and execute MESSA's legislative and communications strategies in concert with Executive Administration and Director of Communications and Government Relations with confidentiality.

Attend State Senate and House legislative committee hearings, proactively communicate and provide analysis, feedback and insights to lobbyists in regards to legislation of direct and indirect impact on MESSA members' health care benefits and other issues of importance. Establish and maintain relationships with legislative staff and relative legislators on legislative committees of interest. Monitor online legislative sessions while observing and documenting all meeting activities and debriefing Director of Communications and Government Relations.

Register as Michigan lobbyist and complete registrations, collect and compile financial data for MESSA lobbyist and respective lobbyist agents. Prepare bi-annual lobbyist financial reports required by the State of Michigan in compliance with the Michigan Lobbyist Registration Act (P.A. 472 of 1978) under penalty of law.

Represent MESSA, as designated point person and liaison with MEA, MESSA and MEAFS management staff, outside legal counsel, carriers/vendors, legislative staff, health purchaser coalitions, research and political consultants, coalition representatives from the business, consumer, and labor sectors, chambers of commerce and health policy steering committees. Liaison with MESSA's underwriter Blue Cross Blue Shield of Michigan lobbyists and other pertinent team members in areas of legislative mutuality.

Continually and expertly assess impact-analysis of legislation in respect to MESSA's mission, business model and members' interests.

Plan, coordinate and execute activities for events where legislators can engage with their constituents. Lead internal planning committee and external legislative staff to coordinate invitations and scheduling arrangements for designated legislators.

Track public policy research papers, publications, press releases and news stories related to health policy, state agencies and research. Review online mediums, Google alerts, blogs, etc., and submit pertinent research materials.

Promote and support organizational efforts to maintain a diverse, equitable, and inclusive environment where employees of all backgrounds can grow and thrive.

Legislative Affairs Manager

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MINIMUM QUALIFICATIONS:

Bachelor's Degree from a four-year college or university; or one to two years of related experience and/or training; or equivalent combination of education and experience.

Minimum of two years of experience in House and Senate legislative session cycles.

Registration as a Lobbyist through the Michigan Secretary of State department within first three months.

Valid driver's license.

Knowledge, Skills and Abilities:

- Effective decision-making and judgment skills – needed to determine regularly when to escalate a legislative matter beyond the normal course of action.
- Independent quick-thinking judgment to make sound and timely decisions, particularly during fast-paced legislative bill introductions.
- Effective written, verbal and interpersonal communication skills.
- Ability to assess, mitigate, manage risks and issues.
- Understanding of the MESSA/MEA relationship and membership.
- Strong organizational skills, the ability to perform under pressure and management of multiple priorities.
- Demonstrated ability to perform a high level of confidential work.
- Excellent customer service skills.
- Instruction and presentation skills.
- Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the educational community. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Manage relationships with lobbying firms, which includes delegating and prioritizing work based on MESSA priorities.
- Ability to watch, listen to or attend legislative sessions.
- Knowledge of MESSA health plans, positions, priorities and history with the Michigan Legislature and MESSA-specific legislation preferred.
- Nonprofit organization experience preferred.

June 29, 2021