

Job Description

Position Title: Government and External Relations Officer
Location: Springfield, IL

FSLA code: Exempt

I. Primary Work Functions:

Under the structure and employment of the American Red Cross (ARC) Illinois Capital Area Chapter, with guidance and direction of the Government and External Relations Committee, responsible for advocating the interests of and developing and maintaining working relationships and partnerships on behalf of the American Red Cross in Illinois with Illinois State Government and pertinent groups and associations. Responsible for developing and promoting a legislative agenda that supports the mission and goals of ARC in Illinois.

II. Major Job Duties and Responsibilities:

Task Statements

1. Secures state (including federal pass-through) funding for American Red Cross programs, services, capital, and material needs. This may be funding through grants, contracts, or legislative appropriation, which will be identified through research and discussions with chapter and blood region executives.
2. Informs other American Red Cross leaders of status of contacts and relationships by developing, maintaining and communicating with a network of government and other organizations from a non-partisan base.
3. Develops legislative, regulatory and external affairs agenda and devises strategies for implementation by cooperating with chapters, blood regions, other Red Cross units and the Government and External Relations Steering committee.

4. Monitors State, legislative, regulatory and external and affairs activities by conducting reviews of pending legislation and regulations. Formulates and articulates American Red Cross positions by testifying at Legislative committees and public hearings as needed.
5. Maintains a communication system by both providing and soliciting information to/from chapters, blood regions, Red Cross Units and American Red Cross State leadership about current legislative/regulatory activities, program funding and emerging issues of interest to American Red Cross.
6. Develops and maintains contacts by continuously strengthening relationships within the organization to assist in carrying out duties.
7. Educates government and external groups about the work of the Red Cross by coordinating special events such as a Red Cross Day at the Capitol, chapter/blood region open houses, and, meetings with elected officials.
8. Represents American Red Cross to key state and federal officials by coordinating resources, accepting and assigning disaster missions, negotiating agreements in the State's Emergency Operation Center and other locations during times of disaster or other emergencies.
9. Under the guidance of the Steering Committee and the CEO of the Illinois Capital Area Chapter, provides input for the Government Relations Department expense budget and revenue target and further oversees annual expenditures by the department.
10. Effectuates job responsibilities by travelling as necessary.
11. Provides legislative tracking and government affairs representation to other organizations or associations approved by the Steering Committee.

III. **Working Relationships**

1. **Internal**

Every ARC chapter, and blood region serving Illinois

Statewide Committees of the Red Cross

National Headquarters

Government and External Relations Steering Committee

2. **External**

Members and staff of the Illinois General Assembly, Constitutional Officers, and Cabinet level leaders of State agencies, boards and commissions.

Collaboration with interest groups as necessary in order to promote/project American Red Cross Legislative and regulatory interests. Regular communication with Red Cross units regarding legislative/regulatory activities, and requests for appropriate action. Inform chapters, blood regions and other units of funding programs available through state government.

IV. **Work Requirements**

1. **Education (Knowledge)**

Bachelors' degree required with emphasis in Public Administration, Political Science, Government or related Field.

2. **Experience**

3-5 years experience required.

0-2 Supervisory

Experience with state government and/or association relations, lobbying high desirable.

Knowledge of state government and the legislative and regulatory process is essential.

Experience with association with chapter affiliations preferred.

3. **Skills and Abilities**

Knowledge of legislative and regulatory process.

Excellent verbal and written communications.

Ability to negotiate contracts.

Working knowledge of Microsoft Office programs.

Ability to research data, summarize findings and prepare briefings and memoranda for government officials and Red Cross leadership.

Ability to uphold the highest ethical standards and to fulfill work commitments under time-sensitive deadlines, often with little advanced warning.

May be required to work evenings, weekends and extended hours during times when the Illinois legislature is in Session or during disaster operations.

For a complete job description and/or to apply, send resume with salary requirement to: recruiterD7@usa.redcross.org (**MUST include position title and desired location in subject line.**)

