

NEVADA TAXPAYERS ASSOCIATION

Director of Government and Community Affairs

The Nevada Taxpayers Association (NTA) is seeking an energetic, organized individual to serve as its Director of Government and Community Affairs. This is a respected position in the state at every level of government. The candidate will work directly with the Governor, legislators, leaders of public and higher education, local officials, business and community leaders, and the news media to help them understand the complex tax policy issues that affect Nevada's economy and quality of life.

The Director of Government and Community Affairs is responsible for ensuring the highest quality in research, communications, government affairs and community relations. This new position provides a unique opportunity to apply a background in government affairs to assist the NTA in meeting legislative/regulatory goals by creating policy proposals and working with government agencies and citizens. This position provides an opportunity to develop and maintain strong relationships with government representatives and regulators on a state and local level to ensure that sound tax policy is considered.

About the Nevada Taxpayers Association

The NTA is a nonpartisan, nonprofit organization, founded in 1922, and dedicated to advocacy for sound fiscal policy in Nevada. NTA has earned a reputation for thorough, credible, objective, and comprehensive analysis and advocacy focused on fiscal, regulatory, and tax policies. NTA is a regular and active participant in proceedings before the Nevada Legislature, local governments, and regulatory bodies. It serves as an important source of information to its members, both in terms of historical research and for current events.

With offices in both northern and southern Nevada, the NTA is a 501(c) (4) entity governed by a Board of Directors representing many of the state's major corporations, business associations, professional firms, and middle and small-sized companies. It works in close collaboration with the chambers of commerce and other business associations throughout the state. The NTA leadership regularly speaks at state and national conferences on fiscal and tax policy.

General Requirements

The Director of Government and Community Affairs will report to the President and will be located in the Carson City office. The candidate may experience occasional travel to assist in special projects and conferences. Working and collaborating with the President, the candidate will coordinate the development of strategies that advance the goals and objectives of the NTA. To maintain the NTA's reputation for credibility and effectiveness, this position requires excellent organizational skills, a knowledge of Nevada tax law, effective written and oral communication skills, and the ability to work productively with the NTA President, Board of Directors, public officials, and the media.

Responsibilities

Research Oversight

- Provide research and analysis on issues of concern and/or interest to members
- Develop recommendations on fiscal issues, position papers, and NTA publications
- Proactively consume research on policy/emerging issues and be fluent in presenting these findings
- Review proposed new bills, draft regulations, new/revised codes, and new/revised ordinances

Communications

- Ensure high quality outreach to the various affected groups including governments, legislators, the public, and the media
- Participate in NTA's social media outreach
- Design internal/external communication materials for members and interested parties

Government and Community Relations

- Seek opportunities to speak about NTA research to legislative committees, councils, commissions, regulatory bodies, individual elected officials and their staffs
- Regularly attend legislative sessions and tax commission meetings; and relevant legislative committee hearings, interim committee meetings, regulatory agency meetings, and local government meetings
- Prepare written testimony for presentation at hearings before legislative committees, government regulatory boards, or local governments
- Be the guardian of the NTA's public voice, ensuring that it is measured and appropriate and conducted to conform with applicable laws
- Seek appointments to commissions, boards, committees, and task forces that discuss issues on which NTA has knowledge and expertise
- Attend events, both during and after business hours, that facilitate networking with elected and appointed officials
- Assist the President in hosting events and workshops designed to inform officials and the public on issues NTA has researched

Donor Relations and Fundraising

- Identify potential members and work with the President and Board of Directors to develop and deliver strategies that solicit membership and support
- Assist the President in managing relations with the Board of Directors and Executive Committee including meetings and regular contact
- Identify non-dues revenue sources and develop and execute plans to seek grants

Experience, Qualifications, and Compensation

- A bachelor's degree or equivalent in public policy, economics, public administration or related disciplines
- A deep understanding, demonstrated by experience, of pragmatic nonpartisan public policy research and its role in informing legislation and other policy choices
- At least five years, preferably more, in public policy research with government affairs departments, professional lobbying firms, or other groups focused on legislation and regulation, a State Legislative or Congressional staffer, or relevant government staff position(s)
- Nevada experience strongly preferred
- A self-disciplined self-starter who can work independently
- Confidence in public speaking and intellectual curiosity to understand the relevant issues
- Professionalism and diplomacy in working with elected officials, business leaders, broadcast and print media, NTA's boards, and other community leaders
- An experienced and entrepreneurial approach to increasing the association's size and raising its public profile
- Salary commensurate with experience. Some benefits are available.

To Apply

Submit a cover letter expressing interest, your resume, and three professional references to NTA Board member and Search Committee Chair, Barbara Smith Campbell at barbara@consensusnv.com.

The deadline for application is Thursday, August 31, 2017. Applicants will be notified no later than Friday, September 15, 2017 about the interview process. Applicants will be expected to appear personally in Reno or Las Vegas for the job interview. A decision will be made no later than Friday, September 29, 2017 and the new Director will be expected to begin no later than Monday, October 16, 2017.

Applications will be held in confidence until such time as the finalists are submitted to the Executive Committee for approval.