



JOB TITLE: Government Affairs and Public Policy Manager

FLSA STATUS: Exempt

REPORTS TO: Deputy Director for External Affairs

LOCATION: Jackson, MS

EFFECTIVE DATE: December 15, 2023

PAY BAND: \$50,000-\$90,000

SUMMARY:

This position manages, in support of Deputy Director for External Affairs, daily activities related to public policy impacting AccelerateMS' mission to better coordinate, strategize and improve the impact of workforce development to result in productive outcomes for the people of Mississippi. The main duties include public policy research and advocacy, development of public affairs strategy, management of relationships with organizational partners managing workforce-complimentary programs and aligned missions, and management of federal and state reporting and communication requirements. Successful candidates will excel at developing interpersonal relationships and will be organized, proactive, have strong problem-solving skills and will be able to keep pace in a fast-moving environment.

ESSENTIAL JOB FUNCTIONS:

Public Policy manager is responsible for overseeing the monitoring, review, research and development of policy, both federal and state, relevant to the mission of the Office of Workforce Development. The essential functions include, but are not limited to the following:

- Serving as primary liaison to partner organizations engaging in workforce relevant policy efforts
- Collaborating with aligned partners organizations develop policy recommendations for the executive team to consider
- Analyzing policies to identify strengths, weaknesses and potential unintended consequences
- Conducting research to provide evidence-based recommendations for policy improvements
- Writing reports and briefings for policymakers and stakeholders
- Monitoring and interpreting policy implications on office programs and initiatives to ensure program managers have adequate information to support effective and aligned program implementation
- Researching and drafting policies on major issues that affect the organization for consideration by the executive team
- Tracks and monitors appropriate statutorily and administratively prescribed reporting and budget calendars to ensure appropriate office team members are prepared and supported adequately to meet key policy and reporting deadlines to meet policymaker expectations

- Researching and informing appropriate office team members have relevant information to support alignment of office grant, programming and funding policies with policy guidelines and legislative intent
- Helps to create and manage various projects and programs key to policy efforts, as directed by office leadership

KNOWLEDGE, SKILLS & ABILITIES:

- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Interpersonal skills to work collaboratively with a diverse group of individuals and groups, including the ability to effectively resolve conflicts
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle coordination among partners, among other tasks
- Ability to schedule and manage tasks effectively
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment
- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work independently
- Ability to implement a project and see it to its completion

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree encouraged, but not required
- 5 years relevant public policy or related experience suggested

To apply for this opportunity, please send a cover letter and resume, including the below information along with two relevant writing samples, to maryannmyers@acceeleratems.org before January 31st, 2024 at 5:00 PM CST. The position will remain posted until filled.

- Name, address, telephone number, and email
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (Typically, three references with contact information)