**GOVERNMENT RELATIONS AND PUBLIC AFFAIRS MANAGER**

**Anchorage/Job #23-8341**

**Position Summary:** Plans, organizes and conducts communication programs that will enhance the Alaska Housing Finance Corporation’s relationships and association with the legislature branches of the state and local government to include relevant agencies and other housing providers. Support AHFCs paid, earned, social and owned communications.

**Corporate Values:** Integrity, Respectful, Leadership, Sustainable

**Reports to: Director, Governmental Relations & Public Affairs**

**OVERVIEW**

Plan for and implement public affairs programs that foster AHFC’s mission among policymakers and partners who include employees, public, private and non-profit entities. Outside of the regular legislative session, support Governmental Relations & Public Affairs department communications plans by offering strategic insights and executing on tactical components.

**Examples of Duties**

Connect regularly with AHFC’s senior leadership to create annual work plan, then advance AHFC’s communications in support of the Corporation’s objectives and align efforts with departments outside GRPA.

Develop annual department budget and perform required administrative functions.

Represent AHFC at government hearings, public meetings and other relevant events.

Public speaking.

**Examples of Duties UNDER GOVERNMENTAL RELATIONS FUNCTION:**

Develop awareness of the role of the executive and legislative branches of government and their impact to AHFC budget and/or operations. Develop and execute state and local government affairs strategies to advance AHFC’s interests.

Research on policy matters with potential to impact AHFC operations with themes that are likely to include homelessness, affordable housing, homeownership and residential energy efficiency. Track legislative and regulatory developments at the state and local levels, and provide timely updates to GRPA director and senior leaders as appropriate.

Preparation of informational presentations and support materials, including policy briefs or fact sheets, for use formally during legislative committee hearings or informal briefings. Attend as a representative or to gather information as necessary.

Build and maintain relationships with key government officials, policymakers and community leaders. Serve as primary contact on constituent concerns; seek resolution and provide timely response.

**Examples of Duties UNDER GOVERNMENTAL RELATIONS FUNCTION:**

Identifying and promoting stories that support established communications plans.

Support crisis communications response.

Respond to public inquires about AHFC’s programs and policies through formal Public Records Act/Freedom Of Information Act (FOIA)/social media posts, and otherwise.

Other related duties as assigned.

**Knowledge, Skills and Abilities**

**Knowledge of:**

Federal, state and local governmental functions, processes, and dynamics

Development of state and local laws and regulations

Statewide housing matters

Strategic communications including Paid, Earned, Social, Owned channels

**Skills:**

Diplomacy

Sensitivity to current and potential housing issues in Alaska

Excellent oral and written communications skills

**Abilities:** Ability to plan, prioritize and execute multiple projects during times of short deadlines/stressful environments. Work independently with a minimum amount of directions. Engage with elected and appointed government officials and staff, and with the public at large.

**Minimum Qualifications:**

Bachelor's degree in political science, communications, business preferred from accredited college and 7 years experience in political, communications, business, logistics or related fields.

Experience may be substituted for degree on a year for year basis.

This is a level 21 positions with a minimum annual salary of $76,135.39 (26 pay periods). Excellent benefit package.

Insurance Benefits

* Health Plan – Medical, Vision, Prescription, and Dental
* Employee Assistance Program/Wellness
* Life Insurance – Basic Life and AD&D

Optional Insurance Benefits

* Group-based insurance premiums - Optional life, Long-term, and short-term disability
* Voluntary Accident, Hospital, and Critical Illness
* Flexible spending accounts for tax savings on eligible health care of dependent care expenses

Retirement Benefits

* Membership in the Public Employees Retirement System (PERS), Employee and Employer contribution
* Option to enroll in AHFC Deferred Compensation Program

Paid Leave & Other Benefits

* Personal Leave with an accrual rate increase based on time served
* Twelve paid holidays a year
* Health Club reimbursement Plan
* Education Reimbursement

All external applicants tentatively selected for this position shall be required to submit to urinalysis and breath alcohol testing to screen for illegal drug/alcohol use and complete a pre-employment physical prior to appointment.

**APPLICATIONS WILL BE ACCEPTED UNTIL OCTOBER 9TH, 2023**

[**https://www.ahfc.us/about-us/jobs/all-job-seekers**](https://www.ahfc.us/about-us/jobs/all-job-seekers)

**PLEASE DO NOT APPLY AT WORKPLACE ALASKA**

 **AHFC May Offer Hybrid Teleworking Opportunities for Some Positions**

 AHFC provides employment opportunities to low and very-low income persons, in compliance with Section 3 of the HUD Act of 1968. Public Housing Residents are encouraged to apply.

**EQUAL OPPORTUNITY EMPLOYER**