

February 2019

Government Relations Manager – Iowa Corn Growers Association, Johnston, Iowa

Career Type: Internal project management for policy, membership, and communication

Industry Type: Corn, Agriculture, Ethanol

Minimum Years of Experience Required: N/A

Iowa Corn Growers Association is a grassroots organization representing more than 7,800 Iowa corn farmers. The Government Relations Manager is not a lobbying position, but is focused on internal project management for the government relations department. ICGA Government Relations Manager supports ICGA legislative or administrative agency work at both the federal and state levels. The successful candidate reports to the Director of Government Relations and will work with the Federal Policy Advisor within the Government Relations department.

The successful candidate will:

- Develop documents to support policy implementation efforts, including talking points or position statements. Utilize Call to Action tools to reach ICGA membership.
- Assist in planning, coordination, and talking points for several state and federal lobby trips, including an annual Day On the Hill at the State Capitol and various Congressional and Agency meetings in Washington, D.C.
- Point person to implement grassroots call-to-action efforts, including newsletter items and email efforts.
- Responsible for drafting and distribution of ICGA's email publication, a once-per-week, one-page summary for members on legislative issues (state and federal).
- Provide information necessary to develop or implement policy, including research to provide factual information needed to support policy implementation efforts.
- Point person policy development for the organization, including the lead role in planning for the annual ICGA policy meeting, policy surveys, Roundtable meetings with ICGA membership across the state, and submission of Iowa policy proposals to NCGA.
- Responsible for editing and printing of ICGA's annual policy book.
- Work with Iowa Corn's farmer committees to provide information to committee members for their use in making decisions impacting policy; the GRM will also help to carry out policy related to committee directives.
- Coordinate with other organizations as needed for implementing ICGA policy.
- Work with the ICGA PAC to coordinate meetings, mailings, documents, and fundraising.
- Responsible for in-office coordination and tracking for the ICGA Corn Caucus Project (Presidential caucus initiative).
- Use ICGA internal email database to distribute information to members as well as updating, searching and segregating information from member database.

Requirements:

Excellent written and oral communication skills are required. Project management and organization skills are required. The candidate must take initiative in completing tasks. The candidate must be flexible, as the field of Government Relations can be fast-paced and unpredictable. A desire to work with farmer membership in the organization is necessary. Critical thinking skills are needed for strategy planning and policy implementation. Knowledge of the political system is desired. Some travel is involved. General knowledge of farming is an asset. Connections with government and other agricultural organizations would be beneficial. A degree in communications, political science, economics, agriculture, or a related field would be beneficial.

Information should optimally be submitted by **Monday, March 4, 2019**. Please include a resume, reference list, and writing sample. Send to: Mindy Larsen Poldberg, Director of Government Relations, Iowa Corn Growers Association, **mpoldberg@iowacorn.org**. 5505 NW 88th Street, Johnston, IA 50131. **Electronic applications preferred.**