MICHIGAN SENATE
SENATE MAJORITY LEADER
POSITION POSTING

DIRECTOR OF EXTERNAL AFFAIRS

SUMMARY:
Under the direction of the Senate Majority Leader and supervised by the Deputy Chief of Public Affairs, the Director of External Affairs will assist in creating and maintaining meaningful relationships with stakeholders statewide, both in Lansing and with community leaders and groups across Michigan. The Director of External Affairs will assist the Deputy Chief of Public Affairs in conducting both proactive outreach and responsive communications to stakeholders across a broad spectrum of issues.

The Director of External Affairs will assist the Deputy Chief of Public Affairs in holding both regular and sporadic meetings with stakeholders, both virtually and in-person, assist in maintaining consistent communication and monitoring information from key stakeholders, and, along with Regional Liaisons, helping represent the Senate Majority Leader at events, on calls, and in meetings. The Director of External Affairs will also assist the Deputy Chief of Public Affairs in summarizing and interpreting information gathered, and, at the direction of the Deputy Chief of Public Affairs, communicating and collaborating across teams such as budget, policy, and communications to aid in overall caucus strategy.

ESSENTIAL JOB FUNCTIONS:
- Coordinates and engages in meetings and calls with stakeholders, both virtually and in-person
- Helps create and maintain lists of key stakeholders and contacts for relevant issues
- Engages in the day-to-day management of the Senate Majority Leader's team of Regional Liaisons
- Attends events statewide and helping strategize with Regional Liaisons on relationships, event attendance, and more to help maximize their impact across their regions
- Assists the Deputy Chief of Public Affairs in overall strategy and communication with other teams as needed within the Senate Majority Leader's Office

SECONDARY DUTIES AND RESPONSIBILITIES:
- Provides oversight of paid promotion campaigns for member events
- Oversees the Caucus Services summer intern program
- Performs all other duties as assigned by the Deputy Chief of Public Affairs, Chief of Staff, and Senate Majority Leader

EDUCATION/EXPERIENCE:
- Bachelor's degree preferred
- Five years or more of experience in public relations or government
- Ability to work outside of normal work schedule, as necessary - particularly willingness and ability to attend community and stakeholder events and meetings as needed at night or on weekends
- Existing relationships with and deep knowledge of both statewide and local stakeholders preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Ability to stay responsive to stakeholders and organized in managing the flow of information both internally and externally
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Ability to use diplomacy, discretion, and good judgment when disseminating information and messaging and the ability to maintain confidentiality
- Knowledge of the legislative process and of the structure and policies of state government
- Ability to use basic computer applications, including Microsoft Outlook, Word, and Excel
- Ability to prioritize multiple tasks in a fast-paced environment and meet deadlines that may be rigid or subject to change on short notice
- Access to a reliable vehicle and up-to-date driver's license

Ability to use diplomacy, discretion, and good judgment when disseminating information
This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package
SALARY: $95,000 - $120,000, based on experience
GOVERNING CAUCUS: Democratic

This is a non-civil service, at-will position.

Applications will be accepted until position is filled.
Interested applicants, please submit a cover letter and resume with the subject line "Director of External Affairs" to:

Human Resources
PO Box 30036
Lansing, MI 48909
Email: Resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, sexual orientation, gender identity or expression, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.