



Innovative Products For **Home. Work. Life.**

## Household & Commercial Products Association (HCPA)

### Organization:

The Household & Commercial Products Association (HCPA) is a Washington, DC-based trade association representing companies that manufacture and sell \$180 billion annually of trusted and familiar products used for cleaning, protecting, maintaining, and disinfecting homes and commercial environments. HCPA member companies employ 200,000 people in the U.S. whose work helps consumers and workers to create cleaner, healthier and more productive lives.

<b>Job Title:</b>	<b>Director, State Government Relations &amp; Public Policy (West Region)</b>
<b>Department:</b>	<b>Government Relations &amp; Public Policy</b>
<b>Reports to:</b>	<b>Vice President, Government Relations &amp; Public Policy</b>
<b>FLSA Classification:</b>	<b>Exempt</b>
<b>Job Location:</b>	<b>Western Region of U.S. (Employee can be based from their home office)</b>
<b>Salary Range:</b>	<b>\$80,000-\$100,000</b>

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### Position Summary

Under the direction of the Vice President, Government Relations & Public Policy, the Director, State Government Relations & Public Policy (West Region) is responsible for legislative and regulatory advocacy activities affecting member company products at the state and local levels.

The Director takes part in implementing HCPA's state advocacy program and supports the Association's specific lobbying efforts.

### Essential Duties and Responsibilities (Lobbying/Advocacy)

The **Director, Government Relations & Public Policy (West Region)** will be responsible for overseeing advocacy efforts in 27 western states (everything West of the Mississippi River, plus Wisconsin, Illinois and Mississippi). In addition, the position will have a broad range of responsibilities including, but not limited to, the following duties:

- Monitor and track legislative and regulatory activity.
- Submit appropriate state lobbying reports.
- Work to strengthen relationships with allied trade associations, industry coalitions, NGOs, and elected officials.
- Manage contract lobbyists.
- Manage and set priorities for state legislative budget.
- Develop written reports for members and external audiences and maintain State Affairs legislative tracking matrix.
- Attend HCPA's Mid-Year and Annual Meetings; staff **State Advisory Council meetings and other meetings/committees/working groups, as assigned.**
- Manage the Automotive Specialty Products Alliance (ASPA) and Industrial and Automotive Division, which are focused on maintaining a unified voice for the specialty automotive products vertical.

### **Education and Qualification Requirements**

- Bachelor's degree required in Political Science, Public Affairs, History, English or related field.
- Five years of experience in a similar advocacy position or experience working for one full legislative session at the federal or state levels.
- Collaborative and team-oriented professional able to successfully interact with staff members, association members, and Board of Directors and other key stakeholder organizations.

### **Knowledge, Skills, and Abilities**

- Must have excellent writing and communication skills.
- Must have demonstrated ability to speak to large audiences.
- Must have demonstrated ability to organize large projects and stakeholder groups.
- Strong interpersonal skills (communication, teamwork) and personal effectiveness skills (decision making, time management).
- Works well in a team or independently when necessary.
- Self-starter with the ability to work in a fast-paced office environment.
- Must be flexible and able to manage multiple responsibilities.
- Proficient with MS Word, PowerPoint, and Excel, as well as legislative tracking software platforms.
- Knowledge of manufacturing industries and business operations a plus.

### **Supervisory Responsibilities**

There are no supervisory responsibilities.

### **Travel Requirements**

Overnight travel with extended stay to the Mid-Year Meeting (Washington, DC) and Annual Meeting (Ft. Lauderdale, FL) is required.

Monthly travel as needed to various states in the West region to attend meetings with members and attend legislative/regulatory meetings and hearings is required. Other travel as business needs dictate.

### **How to Apply**

Interested candidates should send their resume to Cecelia Bond at [cbond@thehcpa.org](mailto:cbond@thehcpa.org)