

Director, Federal Affairs

Position Title: Director, Federal Affairs

Reports to: Senior Vice President, Federal Affairs

Position Summary:

AHLA is seeking a full-time Director, Federal Affairs to be responsible for policy development and advocacy before the U.S. Congress and other federal government agencies. In this role, they will be part of a dynamic team advocating for the hotel and lodging industry's interests, implementing key strategies, strengthening critical relationships with Members of Congress and their staff - as well as other key stakeholders - working aggressively and strategically on multiple issues of critical importance to AHLA and the industry.

Responsibilities:

- Working in close coordination with the broader Government Affairs team, represent the domestic lodging industry and its core advocacy agenda before Congress, the Administration, federal agencies, and their respective staffs.
- Facilitate, secure, and execute high level meetings with key stakeholders including Congressional and Administration officials and member company representatives.
- Working in collaboration with the federal affairs team, develop and execute strategy that helps drive policy making that benefits our members, their employees, and their customers.
- Monitor, anticipate, and understand federal legislative and regulatory policy activities to strategically shape industry positions, advocacy, and response.
- Draft letters, talking points, collateral, testimony, industry policy, and white papers on behalf of the hotel industry.
- Coordinate outreach to coalition groups, third-party organizations and industry partners.
- Brief internal and external officials on key advocacy initiatives.
- Collaborate closely with AHLA's public relations and communications team on strategic messaging, news releases and public statements pertaining to legislative issues.
- Other duties as assigned.

Education and Experience:

- Bachelor's Degree in political science, public affairs, public administration, or related area or equivalent work experience.
- 5-7 years of Capitol Hill, Administration, Government Relations //Public Policy/Lobbying experience
- Knowledge of the legislative process at the federal, state and local levels.
- Ability to analyze how legislative language or regulatory proposals could impact member companies and effectively communicate.
- Demonstrated success in lobbying federal government.
- Ability to project manage multiple projects.
- Proven ability to think strategically and implement tactically.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time constraints.

Skills and Attributes:

- Effective organizational, analytical and problem-solving skills
- Excellent project management skills with great attention to detail, and strong work ethic.
- Professional demeanor and excellent oral and written communication skills; ability to write and edit clear, engaging, and grammatically correct content; willingness to be coached.
- Self-motivated individual who is also a team player with a high level of professionalism and emotional intelligence.
- Ability to thrive in a fast-paced environment.
- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Proven ability to prioritize, execute project tasks and conform to shifting priorities as needed
- Highly motivated and independent, yet team-oriented
- Excellent customer service skills
- Demonstrated presentation and public speaking skills.

Other:

- Position based in Washington, DC.
- Moderate travel is required.

AHLA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE