

## Director, Federal Affairs

**Position Title:** Director, Federal Affairs

**Reports to:** Senior Vice President, Government Affairs

### Position Summary:

The American Hotel and Lodging Association is seeking a Director for 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, executive agencies, staff, member companies, coalition groups, and other key stakeholders. The ideal candidate will have recent and relevant experience on Capitol Hill and close relationships with U.S. Senate offices, as well as a background with workforce, labor, immigration, tax, and/or financial services policy. The Director will independently manage a portfolio of issues and maintain relationships with Hill offices on behalf of the Association and the lodging industry.

### Responsibilities:

- Working in close coordination with the broader Government Affairs team, represent the American lodging industry and its core advocacy agenda before Congress, the Administration, federal/state agencies, and their respective staffs.
- Maintain close relationships with Hill offices, relevant administrative agencies, coalition partners, member companies, and key stakeholders.
- 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.
- Develop recommendations and prepare communications for internal and external audiences, including public officials, C-Suite executives, and association members.
- Collaborate closely with AHLA's communications team on strategic messaging, news releases and public statements pertaining to legislative issues.
- Help coordinate political strategy with the association's political affairs team, and represent the industry at events in Washington, DC, and around the country as appropriate.
- Other duties as assigned.

### Education and Experience:

- Bachelor's in relevant field
- 5-7+ years of experience in government affairs or on Capitol Hill preferred.
- Senate experience preferred.
- Background in workforce, labor, immigration, tax, and/or financial services policy preferred.
- Advanced understanding of federal legislative and regulatory processes and demonstrated ability to analyze legislative and regulatory language.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time constraints.

**Skills and Attributes:**

- Demonstrated ability to draft and edit research memoranda, policy briefings, and advanced communications for internal and external audiences.
- Comfort with public speaking to large groups and c-suite level executives.
- Excellent project management skills with great attention to detail, and a strong work ethic.
- Self-motivated and ability to thrive in a fast-paced environment, while managing multiple projects simultaneously.
- Advanced experience in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent customer service skills.

**Other:**

- Position based in Washington, DC area.
- Moderate travel is required.
- Hybrid position 3 days in office. (Mon-Wed or Tue-Thurs.)

**Interested applicants can apply by sending their cover letter and resume to [hr@ahla.com](mailto:hr@ahla.com).**

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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