



Job Title: Director of Government Affairs
Reports To: VP of Customer Success

SUMMARY:

The Hart InterCivic Director of Government Affairs oversees all aspects of Hart's government relations activities for state and federal government entities. These include: identifying and engaging critical stakeholders at the federal, state, and county level; researching and providing consistent and proactive communication of company's regulatory strategy; partnering with key internal cross-functional departments; participating in industry forums ensuring active engagement where most critical; and developing monitoring/measurement tools to provide visibility and transparency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include the following. Other duties may be assigned.

- Directs Hart InterCivic's strategies, policies, and objectives involving federal and state Government Affairs.
- Initiates and maintains communications while nurturing relationships with various organizational units and constituency groups of state and federal agencies including legislative groups and lobbyists. Aligns effective cycles of communication, industry roadmap issues, information security, and product content, with key external contacts and internal to Hart InterCivic stakeholders and executives.
- Works and aligns with various federal and state governmental organizations including, but is not limited to, the executive level of the EAC, NASS, NASED, state offices of the Secretary of State and Election Director, the DHS, SCC and other election-security related organizations.
- Establishes standards and procedures for reporting and documentation including full and proactive alignment of key information technology and security issues between industry, government agencies, and Hart InterCivic.
- Assists in the establishment of Hart InterCivic corporate strategies, policies and plans, which align with government laws, regulations, standards, and roadmaps.
- Leads analysis of proposed legislative actions. Determines the associated potential impact on the Hart InterCivic organization and develops appropriate responses.
- Monitors legislative and regulatory activities and tactfully promotes company market position.
- Monitors and evaluates "The Government Affairs" program effectiveness; makes recommendations for program improvements and results.
- Participates in industry and government meetings, seminars, and training sessions to obtain information useful for supporting customers. Integrates acquired information into management and support methods.
- Plans, develops, implements, administers and evaluates programs, activities, travel, meetings, functions, and daily operations related to the governmental affairs support function.
- Prepares communication vehicles (e.g. status reports, monitoring metrics, summaries) to inform and provide highlights to management and other stakeholders of status, critical issues, and action items.
- Works bill tracking and analysis, committee hearing tracking and regular communication with federal and state agencies.
- Plans for and leads internal and external topical meetings and runs the Hart Security Team Meeting.
- Works cooperatively with other Hart InterCivic personnel and seeks advice of others when needed.
- Demonstrates strong interface and interpersonal skills with results orientation.
- Role Models all Hart InterCivic Values, Policies, and Procedures.
- Engages in industry professional growth experiences, training, and continuing education.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:

- Requires in depth knowledge and understanding of the Government Affairs function and the Elections Systems and Management industry (or similar computer systems or information technology industry). Includes detailed knowledge of Federal and State Programs and Government Agency organizational structure, workflow, and operating procedures.

- Knowledge of State and Federal government legislative processes, including budget and appropriations processes.
- Knowledge of bill enactment process and bill tracking systems.
- Ability to use independent judgment and to manage and impart information to a range of internal and external organizations and constituencies.
- Knowledge of State and Federal government issues related to elections.
- Ability to research legislative history and the status of pending legislation and to analyze pending and enacted legislation.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to foster a cooperative work environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Effective written and oral communication skills.
- Strong customer-orientation.
- Ability to facilitate change in organizations.
- Detail oriented.
- Strong customer presentation skills.
- Organized and disciplined.
- Professional appearance and demeanor.
- Highly energetic, creative, professionally assertive.
- Capable of operating in a team-based, matrixed environment.
- Ability to build long-term client relationships.
- Ability to travel up to 60% of the time.
- Demonstrated initiative/"self-starter" – assumes responsibility and takes accountability.

EDUCATION and EXPERIENCE: A Bachelor's Degree, or the equivalent, is required. Computer literacy is required. Elections administration experience is preferred. At least 5 years of experience directly related to the duties and responsibilities specified is preferred. Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Please apply at <https://www.hartintercivic.com/our-company/careers/>