



**NASCSP**

NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

## **Government Relations Manager**

### **Overview**

The National Association for State Community Services Programs (NASCSP) is the sole national association charged with advocating and enhancing the leadership role of States in the administration of the Community Services Block Grant (CSBG) and Weatherization Assistance Program (WAP). NASCSP's mission is to increase capacity in States to achieve economic security and energy efficiency in low-income communities. NASCSP informs its members, the federal government, and other interested parties about issues related to CSBG and WAP through its publications and training. For more information, please visit [www.nascsp.org](http://www.nascsp.org).

### **Position Description**

The Government Relations Manager is responsible for advancing the CSBG and WAP state perspective on Capitol Hill and among key NASCSP partners and stakeholders. Working under the leadership of the Executive Director, they will develop the overall vision and direction of NASCSP's legislative and advocacy efforts with Congress and the Executive Branch. They will collaborate with NASCSP's Board of Directors and Program Directors to implement NASCSP's advocacy efforts. They also will cultivate relationships with NASCSP membership, federal partners, and national partners, and collaborate with program staff to stay well-informed of developments in the WAP and CSBG networks.

### **Essential Duties and Responsibilities:**

- Develop and execute NASCSP's legislative strategies for CSBG and WAP among Congress and the Executive Branch.
- Build and maintain NASCSP's relationships with key policymakers and stakeholders in Washington.
- Represent NASCSP on advocacy coalitions with national partners and other stakeholders.
- Monitor and anticipate relevant political and policy developments impacting CSBG and WAP, develop strategies for engagement around them, and send relevant legislative updates to the NASCSP Board and membership.
- Serve as expert resource on political and legislative issues affecting CSBG and WAP; present developments in Washington and NASCSP's advocacy work to key audiences.
- Collaborate with program staff to draft talking points, letters, and other legislative materials in support of NASCSP's legislative priorities.
- Plan legislative events, such as briefings and NASCSP member advocacy days; coordinate with Communications Manager and program staff to host such events and on the dissemination of relevant reports, publications, and other communications tools.
- Facilitate and serve as primary point of contact for meetings of the CSBG and WAP Legislative Committees of the NASCSP Board of Directors.
- Collaborate with Communications Manager to publish policy briefs for NASCSP membership.
- Other duties assigned by Executive Director.

**Qualifications:**

The Government Relations Manager will be thoroughly committed to NASCSP's mission and will have and/or exhibit several of the following qualifications:

- A bachelor's degree or higher (commensurate experience may be considered in lieu of degree).
- Previous work experience on Capitol Hill or with advocacy organizations is strongly preferred.
- Excellent written and verbal communication skills, organizational skills, and meticulous attention to detail are required.
- Demonstrated understanding of federal CSBG, WAP, and/or anti-poverty policies, the federal legislative process, and experience building bipartisan legislative support.
- Ability to interpret and explain complex laws, federal guidelines, initiatives, policies and procedures to various audiences.
- Previous experience working in the Community Action Network, with the Community Service Block Grant, Weatherization Assistance Program, and/or anti-poverty initiatives is a strong plus.
- Passion, idealism, integrity, a positive attitude, and will be mission-driven and self-directed.
- Willingness to travel up to 15 percent.
- Successful Government Relations Managers will have excellent interpersonal and multidisciplinary project skills; they also will be adept at working in fast-paced environments and juggling multiple priorities.

**Salary Range:** The salary is \$70,000-75,000, based on experience.

The position is based in the Washington, DC area. Although the position is remote, the Government Relations Manager is expected to meet frequently and in person with congressional stakeholders on Capitol Hill.

**Benefits:** Medical, Dental, Vision Insurance, Life, AD&D & Long-term Disability Insurance, Sick and Annual Leave, Paid Holidays, Simple IRA Retirement Plan, optional FSA and legal benefits program.

**How to Apply - Applications are accepted through Friday, May 23, 2025.**

Interested parties should send their cover letter and resume, in one PDF document, to [nascspempops@gmail.com](mailto:nascspempops@gmail.com). Please also include a relevant writing sample of no more than two pages. Please include in subject line, Government Relations Manager – [last name].

*NASCSP promotes equal opportunity and welcomes qualified applicants of all backgrounds and experiences. NASCSP does not discriminate on the basis of age, race, religion, sex, sexual orientation, gender identity or expression, political affiliation, disability, military or veteran status, or any status in any group protected by state or local laws. Reasonable accommodations may be made for individuals with disabilities. If reasonable accommodation is required to participate in the job application or hiring process, please contact [mcousins@nascsp.org](mailto:mcousins@nascsp.org).*

