



Association of Minnesota Counties

Minnesota Association of Workforce Boards Executive Director | AMC Housing, Economic Development, and Workforce Policy Analyst (Lobbyist)

Are you passionate about workforce development? Are you interested in public service and making a difference in communities across the state of Minnesota? Does the idea of supporting cities, counties, and non-profit organizations appeal to you? Do you value advocacy work, partnership and collaboration, digging into nuanced public policy issues, and being responsible for forwarding legislative and program solutions to better outcomes for all Minnesotans? Then join our team at the Association of Minnesota Counties!

AMC is seeking an engaging leader for a unique role, serving as both the Executive Director of the Minnesota Association of Workforce Boards and the Housing, Economic Development, and Workforce Policy Analyst to help support our government relations work and promote our legislative priorities and platform at the Minnesota Legislature.

The Minnesota Association of Workforce Boards (MAWB) is the statewide membership association that represents Minnesota's 16 local workforce development boards, who are responsible for:

- Setting workforce development policy and priorities in their communities;
- Engaging employers to determine strategies and organizing the efforts of the broader workforce system to address employer needs; and
- Serving as the accountability agents for local employment and training programs.

The Minnesota workforce development boards have a long-standing and demonstrated track record of developing cutting-edge new programs and strategies while continuously improving services offered through Minnesota's CareerForce system and achieving outstanding performance results.

As a non-partisan, non-profit organization, AMC promotes quality county governance through legislative advocacy, education and training, and research and best practices for all 87 Minnesota counties. Our work is guided by our Core Values: Leading the Way, Meeting Members' Needs, and Stronger Together. We offer competitive pay and benefits, a positive work environment with great people, and hybrid work options.

Intrigued? Read on for more details about the role and application process.

POSITION OVERVIEW

This position serves as the Executive Director for the Minnesota Association of Workforce Boards (MAWB) and is responsible for the overall management of the organization and legislative duties on

the state and federal level. The position will also manage AMC's economic development, workforce, and housing policy portfolio.

- The position will serve on a team of nine AMC policy analysts and report to the AMC Government Relations Manager.
- The position requirements are flexible and dynamic and will change to reflect current needs and conditions with AMC and MAWB.
- The position will require abnormal and extended hours during peak hours of the legislative session, AMC and MAWB's membership conferences, as well as district meetings and special events.

QUALIFICATIONS

- Bachelor's degree plus a minimum of four years of experience in association management, local government, public policy, or government relations/lobbying. Two additional years of relevant experience may be substituted for a bachelor's degree.
- Education or experience related to workforce development or related field is strongly preferred, but not required. Most importantly, a qualified candidate should display an interest in growing a public policy portfolio through learning and hands-on work.
- Leadership experience in a membership organization or state agency, human services or community-based organization, or workforce development focused organization is preferred.
- A valid Minnesota driver's license required. Ability to travel independently by car throughout Minnesota is required. Overnight travel is required occasionally.

In addition, a successful applicant will be able to demonstrate the following attributes:

- Have a passion for effectively serving both jobseekers and employers through Minnesota's workforce development system.
- Have a demonstrated ability to build and maintain relationships with a variety of stakeholders, including business and workforce system leaders, elected officials, and state agency leadership and staff.
- Have a willingness to dig into complex and, at times, controversial policy issues with an interest in hearing different perspectives and trying to forge a collaborative solution.
- Have an interest in working with both political parties and association members from urban, suburban, and rural Minnesota.
- Be willing to be present and work nontraditional hours during legislative session and travel around the State to interact with membership and learn more about city, county, and workforce organization operations and policies.
- Have strong oral and written communication skills, be creative and possess the ability to work with and adapt to all kinds of people. Research experience helpful.
- Being a team player and willing to assist other team members when needed.
- Be proficient with technology including, but not limited to, Microsoft Office and Zoom.

EXAMPLES OF JOB DUTIES

- Provide strategic leadership and coordination among MAWB members. Help set priorities, implement projects and initiatives, and collaborate with association members and key stakeholders to accomplish association goals.
- Manage and coordinate AMC's housing, economic development, and workforce development portfolio through collaboration with county affiliate groups and the AMC Economic Development, Workforce, and Housing policy subcommittee, composed of elected county commissioners and staff from around the State.
- Develop and maintain productive, collaborative relationships with state and local agency staff to facilitate effective implementation of policies and programs.
- Conduct policy research and analysis on a variety of topics related to workforce development, economic development, federal workforce legislation such as the Workforce Innovation and Opportunity Act (WIOA), economic disparities, housing affordability, homelessness, and more while also responding to membership requests and inquiries. Develop communications and presentations based on research and analysis for stakeholders.
- Represent the AMC and MAWB at the Minnesota Legislature and register with the State Ethical Practices Board as an official lobbyist for AMC and MAWB.
- Monitor state and federal legislation for any possible impact upon the operations of county government as it relates to housing, economic development, and workforce development.
- Engage with legislators, legislative staff, and Revisor's Office to assist in drafting legislation and amendments.
- When necessary, provide testimony at the Legislature on important legislative initiatives and in response to legislation that may negatively impact county and workforce board operations, services, and/or participants.
- Assist in identifying testifiers and writing testimony/remarks for hearings, legislative meetings, and press engagements.
- Coordinate MAWB member involvement in legislative and policy issues and drive consensus on statewide priorities.
- Actively engage with other professional societies, national and regional workforce associations, and federal and state agencies on important policy issues and other legislative programs of joint interest.
- Participate in AMC membership communications, which includes but is not limited to, press releases, weekly legislative updates, membership Zoom updates, articles, presentations, and reports.
- Serve as public speaker for the Association, workforce boards, and county government.
- Help create and manage relevant program content at for AMC, MAWB, and other related affiliates meetings and conferences.
- Plan and facilitate virtual and in-person meetings, conferences, and events.
- Provide fiscal oversight including managing Association's budget and grants.
- Perform other duties if necessary or requested.

AMC offers competitive benefits and a positive working environment. Starting salary is dependent on qualifications but expected to be between \$70,000-\$90,000. This position is based in St. Paul, Minnesota.

Applications will be accepted until the position is filled, but the first screening of applications will occur on March 18, 2024.

Submit resume, letter of application and salary requirement to amc@mncounties.org.

Donna Hauptert, Administrative Assistant
Association of Minnesota Counties
125 Charles Avenue
St. Paul MN 55103-2108
amc@mncounties.org