

Manager, State & Local Government Affairs

Date January 10, 2024	Department Legal, Policy & Gov't Affairs	Location Washington, DC
Classification/Status Full-Time, Exempt	Employment Terms At Will	Reporting Relationship VP, State & Local Gov't Affairs

Organization Overview

Consumer Healthcare Products Association (CHPA) is the 143-year-old national trade association representing the leading manufacturers and marketers of over-the-counter (OTC) medicines, dietary supplements, and consumer medical devices. CHPA is committed to empowering consumer self-care by preserving and expanding choice and availability of consumer healthcare products. We foster employee engagement and reward staff through challenging work, competitive compensation and benefits, flexible scheduling and time-off options, and opportunities to grow and develop professionally.

In 2020, CHPA launched its dietary supplements strategy; flexing its well-established and comprehensive services in the consumer healthcare industry, including scientific affairs, government affairs, and communications.

Position Summary

The Manager, State & Local Government Affairs (Manager) supports the Vice President, State & Local Government Affairs (VP) in managing the state & local government affairs program for Consumer Healthcare Products Association (CHPA) and its member companies. The position requires a strong **state & local government affairs** background and, as a result, is a distinct qualifier when selecting the best candidate.

The Manager supports the VP in managing the state & local government affairs program within a specific territory for CHPA. The incumbent tracks, monitors and analyzes state & local legislation and regulations of interest to the Association; develops and implements appropriate responses, including drafting position letters, testimony, statements, talking points, regulatory comments, ethics filings, etc.; and responds to inquiries from member companies pertaining to state & local legislative and regulatory matters. The Manager works closely with member companies and allied industries on Association issues and topics; assists in the management of the State Government Affairs Committee; contributes to the department's weekly newsletter; serves as primary author for the mid-year and end-of-year advocacy reports; writes a quarterly policy brief on a specific policy issue, and represents the state and local government affairs department as needed at other relevant Association activities. The Manager works with other CHPA departments, including

Regulatory & Scientific Affairs; Communications; Operations; and the President's Office.

Essential Functions

- Utilizes legislative monitoring service to track, read, and analyze state and local legislation and regulations within a specific territory on the Association's priority issues as guided by the State Government Affairs Committee.
- Keeps CHPA members informed of state and local legislative and regulatory activity via existing communications vehicles, including State & Local Reporter, quarterly Polibrief, Self-Care Spotlight, Mid-Year Advocacy Report, End of Year Advocacy Report, and the CHPA web site
- Fosters critical relationships with a variety of industry stakeholders. Acts as a conduit of information and intelligence between member companies, state and local contract lobbyists, and allied industries to ensure that CHPA is working in unison to deliver a consistent message on state and local legislation.
- Prepares position letters, regulatory comments, talking points and issue briefs on legislation and regulations on behalf of the Association.
- Represents CHPA in state and local legislative and regulatory hearings when necessary; writes and delivers testimony as needed.
- Assists the VP with public official relationship management, including state and local legislators, legislative staff, governors, and attorneys general through face-to-face meetings, phone calls, letters, dinners, and other functions to discuss proposals or policy as needed.
- Analyzes proposed legislation, regulations, and ordinances in a specific region for relevancy and any potential problems for the Association as well as its members and/or allies. Prepares and recommends alternative legislation and/or amendments, when necessary.
- Plays a critical role in the management of State & Local Government Affairs Committee, which provides a forum for discussion on emerging state and local issues relating to the regulation of OTCs, dietary supplements, and consumer medical devices.
- Researches and responds to inquiries from member companies regarding state and local proposals, laws, and rules affecting their products and keeps

member companies updated on changes as issue progresses. Intervenes on behalf of member companies with regulatory agencies as needed or requested.

- Maintains relationships with state and local organizations, committees, and groups concerned with state and local legislation and regulatory activity, thus cultivating relationships for future problem resolution.
- Coordinates the preparation, filing, and renewals of state lobbying registrations/reports for department staff.

Estimated Travel/Hours of Work

Ability to travel up to 10% - 25% (may be more during legislative sessions) and an availability to travel with little notice. This is a full-time position. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 am to 5:00 pm and must work at least 37.5 hours each week to maintain full-time status. Regular evening and weekend work may be required during legislative sessions.

Required Education and Work Experience

- Bachelor's degree and 5-7 years of state and local advocacy and/or lobbying experience required, with specific emphasis on reading and understanding legislation, crafting formal legislative and regulatory comments and preparing and delivering testimony; experience working for trade associations with focus on healthcare issues preferred but not required; advanced degree in law or policy preferred.
- Solid understanding of state and local legislative processes; ability to identify and analyze existing and proposed laws and regulations.
- Excellent writing skills with ability to prepare letters, written testimony, legislation, proposed amendments, compliance memos, and a variety of other documents, often with very little turnaround time.
- Strong verbal communication skills with experience testifying before state and local committees and boards; ability to give presentations to a variety of audiences, including state legislative hearings, educational seminars, conferences, meetings of association members, and occasional media interviews.

- Strong relationship and coalition building skills, including ability to interact with various levels of professionals ranging from members of state legislatures, governors, attorneys general, mayors, and more; ability to work with member committees to build consensus, create new policies, and make changes to existing policies.
- Ability work independently under a supervisor who travels up to 80% of the time.

Supervisory Responsibility

The Manager does not have direct reports.

How to Apply

Please enter **Manager, State & Local Government Affairs** in the subject line of your message and email the following items to jobs@chpa.org.

- Letter of interest
- Resume or CV

EEO Statement

Consumer Healthcare Products Association is committed to equal employment opportunity and makes all employment-related decisions without regard to race, religion, color, national origin or ancestry, age, sex, disability, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity or expression, genetic information, marital status, family responsibilities, personal appearance, political affiliation, matriculation, veteran or military status, union affiliation or any other categories protected by federal, state, or local law (the "Protected Categories").