

Intergovernmental Affairs Manager

Role Title: Intergovernmental Affairs Manager

Salary Range: \$80,000 - \$100,000

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The Intergovernmental Affairs Manager is part of the Executive Team, working closely with the CEO, Deputy CEO, Director of External Affairs & Communications, Chief Program Officer and Special Advisor, and Sub-Regional Planners to ensure alignment with the strategy and goals of the Regional Authority. The position reports to the Director of External Affairs & Communications and does not manage any direct reports.

Role Description

The Intergovernmental Affairs Manager works closely with the Executive Team to develop strategies for successful collaboration and coordination with elected officials, jurisdictions including cities and special districts like public health, and government agencies at the local, state, and federal level, all of which affect people experiencing homelessness. By coordinating partnerships and collaborations with public entities, the Intergovernmental Affairs Manager works in support of the agency's mission to provide high-quality, customer centered services to King County community members through coordination of public funding and policy initiatives and programs that support housing and anti-homelessness strategies. The person in this position will maintain close relationships with counterparts at other public agencies and offices of elected officials, community partners, and customers (people experiencing homelessness), in order to successfully engage public partners to align with and support the Authority's work and complementary initiatives. The Intergovernmental Affairs Manager will propose and execute

advocacy strategies, build coalitions, and coordinate advocacy and communications in collaboration with the Director of External Affairs and Communications in order to further public policies that advance the Authority's goals.

The position will be ultimately accountable to the CEO and people experiencing homelessness and will be held to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish to ensure that accountability.

Accountabilities

Intergovernmental Strategy and Policy Priorities (60%)

- Work across KCRHA teams and with intergovernmental partners to develop the Authority's policy priorities.
- Support the development and design of nimble strategies for Authority efforts that involve intergovernmental relations, including funding approvals, policy support, interactions, and collaborations with elected officials and public agencies across all of King County.
- Identify and track policy and legislation, monitor legislative committee meetings and report back to executive staff on actions by city and county councils and mayors as well as state and federal legislatures and agencies.
- Conduct research and prepare information to support executive staff in evaluating pending or proposed legislation.
- Prepare briefing materials for use by executive staff in meetings with elected officials, government agencies, advocacy groups and interested citizens.
- Provide advice, guidance and direction in how the department monitors and evaluates policymaking activities to proactively determine their impact.
- Collaborate with the Director of External Affairs & Communications to create messaging and advocacy campaigns around KCRHA's policy priorities.

Stakeholder Engagement and Advocacy (40%)

- Build effective relationships and strong lines of communication with local, state and federal government agencies and elected and appointed officials.
- Act as a liaison between KCRHA and local, state and federal government agencies and elected and appointed officials.
- Represent the Authority at hearings, committee meetings, stakeholder groups, conferences, coalition meetings, board meetings and other events relevant to intergovernmental relations.
- Clearly communicate and advocate for KCRHA's strategy and policy priorities.
- Ensure that the appropriate KCRHA staff are informed of important topics, issues, debates, and initiatives.
- Respond to inquiries from elected officials, governmental agencies, and advocates.
- Engage relevant stakeholder groups, and build and maintain coalitions, in order to support the Authority's policy priorities.

- Develop communications tools and protocols including capability to reach and maintain regular contact with targeted constituency groups through effective contact management strategies.
- Help manage relationships with elected officials and monitor their activities, including opportunities, potential obstacles, and looming issues.
- Model a customer-centric work style and encourage other public agencies to include justice- and equity-based approaches through leadership and personal accountability towards inclusive practices.

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and is able to bring equity impact analysis to their work
- 5-7+ years of government relations, legislative support, policy and advocacy, or related work experience in government, non-profit or related field, preferably in Washington State
- Knowledge of the governmental landscape, stakeholders, jurisdictional interactions, and strong existing relationships in King County and Washington State
- A track record of success in advocacy campaigns and building support for policy priorities
- Exceptional planning, organizing, and prioritizing skills in order to manage a diverse workload, multiple demands, and deadline sensitive projects
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Strong written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel up to 10%, in state and out-of-state
- Ability to work outside of typical office hours in order to attend council or committee meetings

EEO STATEMENT

The Regional Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, The Regional Authority will provide reasonable accommodations for qualified individuals with disabilities.