



# Association of State Dam Safety Officials

## **REQUEST FOR QUALIFICATIONS**

The Association of State Dam Safety Officials is seeking a government affairs manager and states liaison to join ASDSO's efforts to carry out its mission.

Based in Lexington, KY, the Association of State Dam Safety Officials (ASDSO) is a national non-profit organization with a small staff (less than 10). The goal of ASDSO is to prevent dam disasters and work toward a future where all dams are safe. ASDSO has made significant achievements in developing a cohesive national approach to dam safety, raising awareness, advocating for strong dam safety laws, providing technical training, establishing forums for information exchange, facilitating financing for dam safety activities, and supporting its members. ASDSO's role as the primary advocate for state dam safety programs is of critical importance. ASDSO's membership includes dam engineers, federal, state and local agency administrators, dam owners, dam design and build companies and contractors and policymakers.

## **SCOPE OF WORK:**

### **Summary**

The government affairs manager and states liaison oversees the legislative advocacy goals of ASDSO at the federal and state levels and acts as the coordinator/liaison with the state dam safety agencies. This person works closely with the ASDSO executive director, the legislative activities committee, external legislative advisors and other external partners to develop and implement a comprehensive strategy and approach to address ASDSO's legislative goals. This person will manage communication with state dam safety programs and coordinate with staff and committees.

Hours estimate: 25-30 - varying - hours per week. Approximately 1,100 hours per year (accounting for vacation/holidays/misc).

### **Details**

Lead Advocate/Strategic Support: Based on issue priorities, lead advocacy efforts, in coordination with external legislative advisors, on behalf of the association on federal and state levels. Work directly with lawmakers and policymakers to monitor issues and educate them on association positions. Provide strategic support to the association. Provide written and oral testimony as needed on behalf of the ASDSO.

Perform policy research as necessary/requested.

Coordinate the work of the Legislative Activities Interest Group. Plan and coordinate government relations meetings with legislative advocates.

Build relationships with other organizations to assist in furthering issue priorities.

Write articles, issue alerts, facts sheets, and blogs, and use other communication modes to educate the members about advocacy efforts.

Coordinate with the communications director develop and implement a media outreach program for advocacy related issues.

Coordinate with the FEMA National Dam Safety Program (NDSP) leadership and promote ASDSO's strategies for implementation of the NDSP.

Manage communications with state dam safety programs. Write news articles relevant to states issues and assist with improving communications among state leaders and providing updates on national programs affecting the states.

Serve as a subject matter expert for media government inquiries.

## **JOB REQUIREMENTS**

### **Education and Work Experience**

- Bachelor's degree in a related field minimum.
- Experience with government/legislative affairs and advocacy is preferred.
- Superior writing and oral communications skills required.
- Must be knowledgeable of computer systems hardware and software, including database management programs and cloud-based communications systems.
- Must be well organized and detail oriented.
- Not a requirement but preference will be given to candidates with at least 5 years' experience working in the field(s) of dam safety. Such as: program management, consulting/design, government dam safety agency experience (federal or state).

### **Travel**

- Must be willing and able to travel to domestic and international events as required.

### **Skills and Knowledge**

- Professional demeanor and presentation of self.
- Excellent verbal and written communication skills.
- Excellent program management and organizational skills.
- Experience working with volunteers.
- Ability to set appropriate priorities and manage multiple tasks to meet firm deadlines.
- Must be accurate and conscientious with exceptional attention to detail.

## **COST PROPOSAL**

This is proposed as a non-staff, independent contractor position. Contractor will be responsible for his/her/their own insurance and taxes. Annual Fixed Price negotiable – between \$70,000 - \$80,000 Annual (approx. 25 hours per week/1,100 hours per year).

## **ADDITIONAL INFORMATION**

Telework is allowed. Home proximity close to Washington, DC preferred.

## **SEND RESUMES/CVs TO**

Lori Spragens, Executive Director

BY Mail: ASDSO

239 S. Limestone St.

Lexington, KY 40508

By Email: [lspragens@damsafety.org](mailto:lspragens@damsafety.org)

**DEADLINE:** December 31, 2022

## **IMPORTANT NOTICES**

### **Nondiscrimination:**

It is the continuing policy of ASDSO to take affirmative action to assure equal opportunity for all current and prospective employees without regard to race, color, national origin, ancestry, age, gender, gender identity or expression, sexual orientation, personal appearance, marital status, familial status, family responsibility, pregnancy or other pregnancy-related conditions, childbirth, disability, military/veteran status, citizenship status, religion or political affiliation, or any other status protected by federal or state law, local ordinance or Executive Orders. ASDSO is an Equal Opportunity Employer.

### **Disability Specifications:**

ADA: ASDSO will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

### **Work Environment:**

This position is performed in a typical office environment. All precautions are in place to address current issues arising from the COVID-19 pandemic.