NOTICE OF EMPLOYMENT OPPORTUNITY

Job Title: Associate Director of Intergovernmental Affairs
Location: Chicago
Department: Intergovernmental Affairs
Reports To: CEO
FLSA: Exempt

Job Overview:

Under the direction of the Chief Executive Officer (or the Director of Intergovernmental Affairs, if filled), the Associate Director of Intergovernmental Affairs will act as a liaison to federal, state, city, and county elected officials including the offices of the Governor of Illinois, the Mayor of the City of Chicago, the President of the County of Cook, the Illinois General Assembly, Chicago City Council, Cook County Board and of other elected officials. The Associate Director of Intergovernmental Affairs will serve as the primary representative for the Authority in matters related to licensing, fees, permits, and other filings required by state and local governmental entities.

Key Responsibilities:

- Develop and maintain contact with and act as liaison to representatives of the offices of the Governor of Illinois, the Mayor of the City of Chicago, the President of Cook County, the Illinois General Assembly, the Chicago City Council and City Commissioners, the Cook County Board and the offices of other elected officials.
- Stay abreast of, monitor and/or attend government meetings related to issues that may impact MPEA, its properties, customers and guests including meetings pertaining to new taxes, increased taxes, licensing, fees, permits, and other filings on behalf of the Authority.
- Develop and maintain relationships with MPEA's federal, state, county, and city external lobbyists.
- In collaboration with the CEO and/or the Director of Intergovernmental Affairs (if the position is filled), prepare information for presentation to the federal, state, county and city representatives.
- Coordinate on campus policy-maker tours and meetings.
- Prepare reports, comments, feedback, and analyses of issues pertaining to Authority licensing, fees, permits, and other filings required by state and local governmental entities.
- Address governmental requests and troubleshoot issues to ensure compliance and effective communication with regulatory bodies.
- Conduct research on regulatory requirements and governmental policies to support Authority operations.
- Handle correspondence and other administrative tasks as required.
- Perform other duties as assigned.

Qualifications:

- A Bachelor degree or equivalent is required.
- Candidates must have three to five years of experience in federal, state, and/or local government or similar organizations.

Preferred Qualifications:

- A bachelor's degree in Public Administration, Government, or a related field is preferred.

NOTE: Selection will be based on an evaluation of applicants' training, skills and experience

Pay
$75,722.75 to $113,584.13
Job Type
Full-time
Work setting
In person office environment
Benefits:
Dental Health
Life Insurance
Vision
Insurance
Long-Term Disability
Insurance
Deferred Comp Matching
PTO

Please submit resumes and cover letters to HR@mpea.com

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