

NASAA Government Affairs Coordinator

Job Summary: With oversight from the Director of Policy and Government Affairs (“Director”), the position will provide support in all levels of Government Affairs to NASAA by reporting on congressional hearings and legislative markups, and other relevant advocacy-related and industry-related events; responding to congressional inquiries, GAO inquiries and other requests for information; tracking and analyzing federal legislation; and leading or assisting in other special projects as needed. The successful candidate will demonstrate strong project management skills and perform a variety of functions to assist the Government Affairs staff in day-to-day activities.

Essential Job Functions:

- Monitor, cover and report out on hearings and markups conducted by various congressional committees with oversight of the securities industry, as well as events held by other regulators (e.g., SEC) and industry groups and organizations. Prepare time-sensitive reports for the Director, other NASAA senior staff, NASAA committees and NASAA leadership to keep them apprised of the topics covered and positions taken on legislative proposals and other topics of interest.
- Manage incoming information requests from congressional offices, other government organizations (e.g., GAO) and regulatory bodies. Work with other departments, as well as NASAA Sections and Committees, to gather responsive information and draft responses for the Director, and ultimately, for the approval of NASAA senior leadership.
- With oversight from the Director and the Director of Educational Programs and Conferences, assist with the development of policy-related content for NASAA-sponsored events and meetings. Where appropriate, conduct outreach to Congressional offices and other policy stakeholders to encourage participation and attendance at such events.
- Continuously monitor, analyze, and track complex federal legislation and issues/industry developments that may impact NASAA and/or regulatory bodies in the securities industry. Organize and present information necessary to escalate more complex issues to the Director, both verbally and in writing, and prepare briefings for senior NASAA leaders as appropriate.
- With oversight from the Director, manage various strategic projects as needed, including conducting research and outreach in support of NASAA’s legislative advocacy and monitoring efforts. Capably represent NASAA at appropriate events sponsored by industry organizations and other external stakeholders.
- Identify and monitor state legislative developments impacting NASAA members. Prepare reports on selected state legislative developments for the benefit of NASAA senior staff, NASAA State Legislation Committee, and NASAA membership and leadership. Maintain up-to-date “tracking charts” describing state legislative trends of interest to NASAA members. Develop and maintain relationships with stakeholders that advocate at the state level.
- Schedule meetings for NASAA members and senior leaders with Members of Congress and/or their senior staff. Prepare background memos, including biographical information, relevant legislation and other issues of interest to brief senior leaders in advance of meetings. In addition, assume responsibility for scheduling approximately 60 Congressional meetings for NASAA’s annual Congressional Visit Day.

- Independently, in consultation with the Director, identify and develop content for weekly Government Affairs bulletin distributed to association's membership dealing with federal and state legislative issues and related policy matters. Routinely review and update relevant content on the NASAA website.

Education/Experience Requirements:

- Bachelor's degree in political science, communications, business or related area is required. Advanced degree in public policy, government, finance, or related field is desired.
- A minimum of two years of experience required; prior experience in the securities or financial services industry or working in a congressional office is especially desirable. Knowledge of congressional operations and experience interacting with congressional offices is also desired.
- Excellent organizational, written and verbal communication skills are required. Must exercise good judgment, use discretion and work effectively under pressure in a self-directed manner within a collaborative team-oriented environment.
- Must demonstrate a professional attitude, capacity to understand policy issues related to securities regulation and capital markets, and ability to prioritize and manage multiple projects and see them through to completion in a deadline-oriented environment.
- Must be proficient in Microsoft Office, especially Microsoft Word, Excel and PowerPoint. Familiarity with proprietary legislative tracking software is also desired.
 - A strong interest in investor protection and securities regulation.

Working Conditions:

- Occasional travel may be required.
- NASAA currently offers a competitive compensation package, including medical and dental benefits, disability and life insurance, and retirement plan options.

To be considered for this position, please submit a cover letter, resume, and salary requirements to NASAA Human Resources at hr@nasaa.org. Please include "Government Affairs Coordinator" in the subject line of your email. A writing sample may be included as part of the submission.

About NASAA

Organized in 1919, the North American Securities Administrators Association (NASAA) is the oldest international organization devoted to investor protection. NASAA is a voluntary association whose membership consists of 67 state, provincial, and territorial securities administrators in the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Canada, and Mexico. In the United States, NASAA is the voice of state securities agencies responsible for efficient capital formation and grass-roots investor protection. Their fundamental mission is protecting consumers who purchase securities or investment advice, and their jurisdiction extends to a wide variety of issuers and intermediaries who offer and sell securities to the public. NASAA members license firms and their agents, investigate violations of state and provincial law, file enforcement actions when appropriate, and educate the public about investment fraud. Through the association, NASAA members also participate in multi-state enforcement actions and information sharing. NASAA also coordinates and implements training and education seminars annually for state/district/provincial and territorial securities agency staff.

NASAA is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment