



**Minnesota Nurses Association**  
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Fax: 651-695-7000 Web: [www.mnnurses.org](http://www.mnnurses.org)

## NOTICE OF POSITION OPENING

**POSITION TITLE:** Governmental Affairs Manager

**ACCOUNTABLE TO:** Director of Governmental and Community Relations

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The Minnesota Nurses Association stands strong for healthcare professionals, patients, and quality care everywhere. We are more than 22,000 dedicated nurses and healthcare professionals in Minnesota, Wisconsin, Iowa, and North Dakota who promote the professional, economic, and well-being of nurses and healthcare professionals through collective action. MNA is affiliated with National Nurses United, which has nearly 225,000 members. Together, we are taking on corporate healthcare to win real change in the lives of our members.

The Governmental Affairs Manager reports to the Director of Governmental and Community Relations and is responsible for executing the operational and strategic priorities for the Political Department. This primarily involves coordinating activities and programs of the department, including legislative programming, electoral independent expenditures, member mobilizing, member political education, coalition facilitation, and relationship building. The scope of this position focuses on both facilitating member interactions and interacting personally with elected officials, government entities, regulatory bodies, electoral candidates, and campaigns.

### KEY RESPONSIBILITIES

- Supervise the day-to-day work of temporary and permanent Governmental Affairs Specialists and Political Organizers
- Direct work of the Governmental Affairs Administrative Assistant to help support the needs of the department
- Develop campaigns and tactics designed to achieve the organization's strategic goals and priorities to increase MNA's political power and achieve legislative and electoral victories
- Manage and track reporting on legislative and electoral budgets to ensure strong stewardship of members' dues
- Work with the Director of Governmental and Community Relations to establish tactics to ensure the success of MNA's member-based Committee on Political Education (COPE)
- Guide MNA's Screening and Endorsement program for electoral races
- Track lobbying and electoral expenditures from MNA's independent expenditure program that are required for reporting to the Minnesota Campaign Finance Board
- Partner with allies on campaigns to build power and achieve goals
- Establish and track metrics to measure the success of Governmental Affairs and Political Organizing campaigns
- Set metrics and analyze data of employees and programs to identify trends, measure

- effectiveness, and adjust tactics
- Represent MNA at Independent expenditure electoral tables

## **SECONDARY RESPONSIBILITIES**

- Engage in occasional lobbying efforts to influence legislation and regulatory decisions
- Track legislative and regulatory developments that could impact the organization
- Advise senior management on government-related matters and potential impacts
- Build and maintain relationships with government officials, regulatory agencies, and other relevant public sector bodies
- Develop and implement strategies to promote and protect the organization's interests with government entities
- Coordinate the work of the political department with other parts of the organization
- Allocate time and resources to bargaining and organizing campaigns, as needed

## **QUALIFICATIONS**

- Master's degree in public administration, Political Science, or a related field
- 7+ years of experience in government relations, political organizing, or a combination of the two
- 5+ years of experience working in a union or government agency
- In-depth knowledge of electoral campaigns, legislative processes, policy analysis, and how it relates to workers' rights
- Leadership skills to teach, mentor, and grow staff
- Capability to exercise confidentiality
- Ability to adapt, take direction, and execute tasks with short timelines
- Skill in utilizing exceptional judgment while working under pressure

## **SALARY**

Salary range of \$101,106 to \$189,624 depending on experience, with generous benefits including defined benefit pension, 401K matching, 100% employer-paid single and low-cost family health insurance coverage, 20 vacation days, 12 sick days, and 3 personal days, along with 12 paid holidays annually. MNA is an EEO/AA Employer. This position will be eligible for a hybrid work schedule one day per week.

## **CONTACT**

Send letter of application, resume, references, and salary requirements to Brenda Woodall, HR Manager at [Brenda.Woodall@mnnurses.org](mailto:Brenda.Woodall@mnnurses.org)