



## POSITION DESCRIPTION

<b>Position:</b>	<b>Manager, State Advocacy</b>
<b>Department:</b>	<b>Legislative Strategy</b>
<b>Location:</b>	<b>No Specific Location Required</b>
<b>Reports to:</b>	<b>Senior Director, State Advocacy</b>

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### Summary:

BSA | The Software Alliance ([www.bsa.org](http://www.bsa.org)) is the leading advocate for the global software industry before governments and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life.

With headquarters in Washington, DC, and operations in more than 30 countries, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

BSA is currently seeking a government relations professional to assist in driving legislative efforts at the state level for the organization. The individual will monitor, analyze and report on state legislative issues related to BSA members' priority policy issues and assist in representing BSA and its member companies before state legislatures and non-government organizations.

The ideal candidate has experience and working relationships with state legislators, their staffs, relevant state agencies and other organizations, is extremely organized, detail oriented and analytical. A strong understanding of the software industry and a history working in some or all of BSA's key issue areas – data privacy and security, intellectual property, cybersecurity, artificial intelligence, workforce issues – is a plus. This position will report to the Senior Director, State Advocacy and work closely with the Vice President, Legislative Strategy and the BSA policy team to help develop government relations strategies and implement plans to advance BSA's global advocacy agenda.

### Professional Experience and Qualifications:

- Bachelor's degree required; other relevant graduate degree a plus.
- 5+ years' relevant work experience required.
- Demonstrated knowledge of BSA's key issue areas – data privacy and security, intellectual property, cybersecurity, artificial intelligence, workforce issues.
- Demonstrated ability to monitor, analyze and report on legislative activities and deliver desired outcomes through strategic communications and other tactics.
- Experience in state capitols and/or in a state administration required; experience in the private sector representing clients before policymakers a plus.
- Politically savvy with relevant and established contacts and relationships.
- Strong communication (written and verbal), interpersonal and engagement skills.

- Articulates thoughts clearly and effectively demonstrating an understanding of the issues, challenges and how to navigate to achieve progress toward desired outcomes.
- Experience working with diverse coalitions and ability to develop and facilitate strategy across a network of internal and external partners.
- Results driven, action-oriented self-starter.
- Ability to multitask, stay organized, meet commitments, deadlines and deliver results on time.

### **Key Responsibilities:**

- Monitor, analyze and report on state legislative issues related to BSA members' priority policy issues as well as broader technology related legislation
- Assist in the development and execution of strategies to achieve BSA policy goals.
- Serve as a BSA representative for building and maintaining relationships with state legislators and their staffs on behalf of BSA and its member companies.
- Work closely with the Senior Director, State Advocacy.
- Drive and deliver, in collaboration with Senior Director, State Advocacy, government relations activities to advance legislation and generate legislative activity to achieve specific policy goals.
- Design and implement events for BSA members, state elected officials and staff focused on key BSA issue areas.
- Serve as a contributor to the successful development and execution of BSA member and executive events and fly-ins.
- Maintain close relations with BSA member companies.
- Use and develop relationships with other industry groups and organizations to build coalitions and partnerships to achieve policy goals
- Build upon existing knowledge and understanding of the software industry and BSA's key issue areas – including intellectual property, data, security, privacy, procurement and workforce issues.
- Help ensure BSA member companies are active in discussing and formulating action plans to support BSA strategic goals and are kept abreast of ongoing initiatives and activities.
- Other work and projects as required or assigned.

### **About BSA Benefits:**

BSA recognizes that benefits play an important role in your selection of an employer. We offer generous benefits including many unique benefits and perks to our employees in locations around the world and encourage everyone to live a healthy, balanced life. Our comprehensive benefits include:

- Generous health, disability and life insurance.
- Exceptional 401k plan employer contributions.
- Year-end office shut down between Christmas and New Year's.
- Three weeks' paid sabbatical every five years.
- Generous paid maternity and bonding leave.
- Health/Fitness and Financial/Tax Advice allowance.
- Professional development, continuing education, including tuition reimbursement, and training.
- Casual dress.

### **How to Apply:**

To apply for this position, please submit your resume and cover letter to [careers-americas@bsa.org](mailto:careers-americas@bsa.org). Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity

in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

Posted: September 17, 2020