

Legislative Affairs Manager

Supervised by: Vice President - Legislative Affairs

FLSA Status: Exempt

Direct Reports: None

Revised: 02/04/2025

Position Summary: The American Waterways Operators, the national trade association for the tugboat, towboat, and barge industry, is looking for an experienced professional to join our legislative affairs team. The ideal candidate will have at least five years of experience managing a portfolio of public policy issues on Capitol Hill (preferably in the Senate), have good relationships with Congressional staff on both sides of the aisle, and a familiarity with the committee process. Persistence, dedication, a positive attitude, and a record of good teamwork are a must. We offer great benefits, flexible office hours, and the opportunity to work with a winning team.

Essential Responsibilities:

- Monitor and track legislative developments to stay informed of commerce, transportation and maritime issues that are relevant to AWO membership.
- Develop and maintain positive working relationships with key stakeholders, including Members of Congress and staffers, AWO members, and third-party organizations.
- Build support for AWO objectives with legislators and staff from both parties.
- Draft statements, issue/policy briefs, talking points, fact sheets, legislative support letters, and other material as necessary.
- Coordinate, attend and support in-person and virtual meetings, including meeting scheduling/logistics, developing agendas, taking notes and sending follow-up correspondence.
- Attend fundraisers, hearings, and committee meetings.
- Support the development of strategic communications plans that shape policy and maritime industry awareness.
- Track and monitor policy initiatives by prioritizing, engaging relevant parties, and escalating matters as appropriate.
- Provide members and colleagues with timely updates on legislative developments.
- Work collaboratively, transparently, and cross-functionally with colleagues.

Required Qualifications:

- Highly effective oral, written, and interpersonal communication skills.
- Ability to collaborate within a team.
- Proven ability to quickly learn the issues and policies impacting the interests of AWO's members.
- Ability to effectively communicate complex information to legislators, staff and AWO members.
- Demonstrated political acumen and effectiveness in sensitive situations.



- Effective time management skills.
- Bachelor's degree and 5+ years of public policy experience, including familiarity with legislative and committee processes.

Please send a resume and cover letter to resumes@americanwaterways.com; reference "Legislative Affairs Manager" on the subject line of the email.

See www.americanwaterways.com for information about our organization.