

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

Job Posting

POSTING DATE: 09/05/2023

POSTING TITLE: External Affairs Specialist

SALARY: Salary commensurate with experience

CLOSING DATE: Until filled

LOCATION: Atlanta

HIGHLIGHTS:

We value our employees:

- We offer work/life balance work schedules
- We offer career ladder promotion(s) and professional development opportunities
- We offer good benefits including 15 days of annual and sick leave

GENERAL SUMMARY

Under broad supervision:

- Plans, develops, and implements external affairs, legislative affairs, and marketing projects and/or agency and program campaigns for the Georgia Environmental Finance Authority (GEFA).
- Coordinates external communications efforts to convey a positive identity for GEFA and to support GEFA's external affairs, legislative affairs, and marketing efforts.
- Ensures that external affairs, legislative affairs, and marketing strategies are integrated into GEFA's strategic plan.
- Assists with the development of strategic outreach and customer engagement plans for GEFA.

RESPONSIBILITIES AND STANDARDS

1. Implements the day-to-day advocacy and associated activities before the state legislature, state executive offices, various state agencies, stakeholders, and customers. Ensures consistency with the governor's stated objectives and implicit intent.
2. Plans and coordinates external affairs and marketing activities for the agency. Solicits and coordinates with stakeholders, private sector partners, other state agencies, and local governments.
3. Manages purchases and billing through consultants/contractors.
4. Monitor financial information to ensure operations are within budget.
5. Assists with responding to requests for information. Assists in the coordination, production, and distribution of external communication materials, such as speeches, presentations, letters, articles, brochures, manuals, and publications. Ensures consistent message.
6. Assists potential and current clients and responds to customer needs and concerns. Interacts with all levels of state government, stakeholders, and private sector partners in a way that promotes respect, encourages cooperation, and contributes to excellent performance. Provides support for state agencies and partners as requested.
7. Communicates effectively with stakeholders and represents the interests of GEFA in interactions and/or negotiations with borrowers, stakeholders, staff of other governmental entities, suppliers, and vendors.
8. Promotes services and programs through contacts with business and media representatives; local, state, and federal officials; special interest groups, etc.
9. Maintains knowledge of current trends and developments in the field and apply relevant new knowledge to performance of responsibilities.
10. Travels occasionally throughout the state, including overnight travel. Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities. Executes all other duties as assigned.

MINIMUM QUALIFICATIONS

Completion of an undergraduate degree from an accredited private and postsecondary institution in political science, journalism, communications, business administration, public relations, marketing or a related field **AND** one year professional level experience working in communications, marketing, and government or public affairs; **OR** four years professional level experience in communications, marketing, and government or public affairs **AND** one year at the lower career development level.

Note: Related experience may be substituted for education on a year for year basis.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who, in addition to the minimum qualifications, possess one or more of the following:

- 3-5 years of professional level experience in government affairs
- 3-5 years of professional level experience in marketing, advertising, or communications
- 3-5-years of professional level experience in public relations
- Two years at the lower career development level
- Project management experience
- Event planning experience
- Contract administration experience
- Excellent communication skills (written and verbal), including the use of social media.
- Familiar with Microsoft Office Suite
- Ability to handle multiple projects
- Interpersonal skills
- Understanding of the state and federal legislative processes and functions

Note: GEFA reserves the right to hire at a higher-level position based on candidate qualifications.

INSTRUCTIONS

Send résumé to: jobposting@gefa.ga.gov

Please Note: All qualified, prospective candidates will be considered, but may not necessarily receive an interview. Due to the large volume of resumes received in this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to prospective candidates **except** those who are selected for interviews.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

An Equal Opportunity Employer

This agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.

Please note: HR reserves the right to amend the recruitment dates on any job postings if we receive an overwhelming amount of resumes.