

GEORGIA ENVIRONMENTAL FINANCE AUTHORITY
Job Posting

POSTING DATE: April 15, 2026
POSTING TITLE: External Affairs Specialist
SALARY: Salary commensurate with experience

CLOSING DATE: Until filled
LOCATION: Atlanta

ABOUT GEFA

Founded in 1986, the [Georgia Environmental Finance Authority](#) (GEFA) directs programs that improve Georgia's environment, protect natural resources, and promote economic development. GEFA provides loans for water, wastewater, and solid waste infrastructure; manages energy efficiency and renewable energy programs; administers land conservation loans; and monitors state-owned fuel storage tanks. GEFA has provided almost \$6 billion in low-interest loans to cities, counties, and infrastructure authorities, which has supported more than 2,100 water, wastewater, solid waste, and land conservation projects across Georgia.

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 with the U.S. Senate and Congressional offices, state legislature, state executive offices, various state agencies, local governments, stakeholders, and customers. Tracks and summarizes relevant state and federal legislation. 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. 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.
4. Communicates effectively with stakeholders and represents the interests of GEFA in interactions with borrowers, stakeholders, staff of other governmental entities, suppliers, and vendors.
5. Promote services and programs through contacts with business and media representatives; local, state, and federal officials; special interest groups, etc.
6. 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.
7. Manage purchases and billing through consultants/contractors. Monitors financial information to ensure operations are within budget. Executes all other duties as assigned.

GEFA values our employees. We offer a competitive salary, a comprehensive benefits package, hybrid work environment, free gym membership, and opportunities for career growth and development.

MINIMUM QUALIFICATIONS

Completion of an undergraduate degree from an accredited private and postsecondary institution in political science, journalism, communications, business, 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: An equivalent combination of education and/or job specific experience that provided the knowledge, experience, and competencies required to successfully perform the job at the level listed may be substituted on a year-over-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, social media, event planning, advertising, or communications
- 3-5-years of professional level experience in public relations
- Government affairs experience
- Contract administration experience
- 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 number of resumes.