



Brewers Association – Job Description

Date: 11/5/14

Position Title: Federal Affairs Manager

Department: BA Professional Division - Government Affairs

Position Reports To: CEO

General Purpose: This position is the lead figure in the Brewers Association’s federal affairs presence on Capitol Hill in Washington. This position drives the association’s political voice and influence forward via relationship building on all Congressional, legislative and regulatory matters.

Essential Duties

Cooperate with association’s government affairs staff and executives to plan and execute the Brewers Association’s legislative, regulatory, and political strategies.

- Manage the Brewers Association’s grassroots and political advocacy efforts in Washington DC via lobbying activities and communications.
 - o Build and develop relationships with members of Congress and their staffs with emphasis on Ways and Means Committee and Senate Finance Committee.
 - o Proactively lobby members of Congress and Hill staff on Brewers Association issues, maintaining a broad network of legislative contacts.
 - o Liaison with and recruit members for the Senate Bipartisan Small Brewers Caucus and the House Small Brewers Caucus.
 - o Develop relationships with national alcohol trade associations including, but not limited to, the Beer Institute (BI), National Beer Wholesalers Association (NBWA), Can Manufacturers Institute (CMI), Glass Packaging Institute (GPI) and The Wine Institute.
- Coordinate grassroots efforts by organizing members to contact Congress, write editorials and letters to the editor, keep grassroots databases current, utilize member contacts and target legislators.
- Organize events with DC area craft breweries with targeted outreach to Congressional staff.
- Develop relationships with regulatory agencies such as the Alcohol and Tobacco Tax and Trade Bureau (TTB) and the U.S. Food and Drug Administration (FDA).

Communicate progress toward goals and coordinate policy and legal strategies.

- Update the Brewers Association’s Board of Directors, Executive Committee and executive staff on activities and progress toward BA goals via quarterly reports and materials.
- Collaborate and develop working relationship the Brewers Association’s DC based counsel.

Support promotional efforts for craft beer in Washington DC.

- Develop and maintain relationships with the DC Brewers’ Guild.
- Build relationships with representatives from BA-member breweries in metropolitan Washington DC.
- Develop and grow beer knowledge and expertise.
- Develop and administer educational opportunities in Washington DC.
- Create a formal “DC Friends of Craft Beer” club.



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Knowledge and Experience:

- Excellent knowledge of Congressional and Legislative process
- Basic knowledge of craft brewing industry
- Genuine passion for craft beer with strong working knowledge of the segment
- Experience working in an Association setting is a plus

Outlook and Abilities

- Positive, outgoing personality
- Professional and consistent demeanor
- Ability to communicate in a clear and engaging manner
 - o Written, verbal, and public speaking
- Strong troubleshooting ability
- Ability to thrive in cooperative office environment
- Strong attention to detail
- Strong ability to work independently
- Strong, self-motivated leadership ability

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

Equal Opportunity

The Brewers Association is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital/familial status.