



**Western
States
Petroleum
Association**™

Job Title	<i>Sr. Vice President, Policy and Strategic Affairs</i>
Location	<i>Sacramento, California</i>
Exempt	Yes

Position Summary

The Sr. Vice President, Policy and Strategic Affairs has the following general responsibilities: provides strategic legislative/regulatory oversight in all five WSPA states with the focus primarily in California; provides direction to regional and state WSPA staff on various legislative, regulatory and political issues involving the industry; coordinates multiple advocacy and political efforts to ensure alignment, works with member companies to develop strategic priorities; maintains and builds alliances with key constituency groups.

Essential Functions

The Sr. Vice President, Policy and Strategic Affairs has the following general responsibilities and essential functions:

- Receives strategic direction from WSPA Government Affairs Committee (GAC) and Petroleum Resource Group's (PRG's) to accomplish goals and responsibilities in WSPA's five states.
- Advises WSPA Leadership Team on legislative/regulatory/political strategic matters
- Lead staff to the WSPA GAC and serves as the primary staff contact for, and advisor to, the WSPA GAC
- Acts as the single point of accountability on legislative and strategic regulatory issues and strategy development for California. Works closely with contract lobbyists in all WSPA states, and ensures strategic coordination on legislative/regulatory issues throughout WSPA-represented regions.
- Serves as the primary legislative contact for WSPA Government Affairs with State Legislatures, Governors, and State Agencies in California. Forges key relationships with policymakers and key industry stakeholders in all WSPA states.
- Manages both state and regional functions in the Association to drive the execution of an integrated, cohesive advocacy agenda
- Develops strategies and solicits member buy-in to successfully achieve the priority policy objectives and advance the interests of WSPA
- Accountable for WSPA legislative and strategic regulatory coordination in the

five WSPA states

- Oversees WSPA lobby team and WSPA retained lobbyists in WSPA's five states
- Oversees staff leads for the PRG's, PRG Ad-hocs PRGs and Climate Change Committees in each state, as well as consultants, legislative and strategic regulatory advocacy coordination
- Member of WSPA Leadership Team and briefs Leadership Team on all ongoing activities and initiatives
- Identifies and influences issues that may impact WSPA member companies
- Collects intelligence and develop strategies and tactics which will help protect WSPA member companies' license to operate in WSPA's five states
- Responsible for evaluating the state legislative and government affairs function, as well as strategic regulatory coordination, developing and executing strategic plans to support government affairs function and recommend resources needed to be successful while exercising fiscal discipline over the investment of the organization's resources
- Works with the Vice President of Strategic Communications to anticipate needs for the internal communications strategies related in WSPA's five states and maximize active engagement of the WSPA membership base
- Coordinates with Vice President of Strategic Communications to identify grassroots and grassroots support needs and mobilize in states and regions that support WSPA initiatives
- Works with Vice President of Strategic Communications to manage Association efforts to engage and educate community leaders and industry partners on industry priorities and seek opportunities to expand Association partnerships by representing WSPA at events with state and local officials, business and community leaders to build and maintain relationships with advocacy partners
- Forges key alliances among organizations/third party policy groups within the industry and beyond that share similar advocacy objectives
- Issues regular reports regarding the status of significant legislation and coordination of key strategic regulatory issues, including climate change
- Enhances and maintains an effective public relations/public affairs approach, inclusive of a strong plan to strengthen the reputation of the association

Qualifications

- Bachelor's degree (masters and/or graduate course work preferred) in business administration, communications or related field
- Minimum fifteen (15) years proven experience, preferably with a legislative office, private law firm, federal, state or regional regulatory agency or in-house trade association
- Candidate must possess strong oral and written communication skills
- Must be comfortable working under strict deadlines and collaboratively with WSPA staff, members and outside legal counsel
- Strong initiative and ability to manage multiple and diverse projects
- Strong relationships with key California stakeholders

Key Skills and Competencies

- Excellent writing, speaking and organizational skills
- Sound judgment in assessing legislative risks in achieving business and policy objectives
- Interpersonal skills to build strong, trusting relationships with all WSPA members, executive management and staff
- Strong diplomacy skills and demonstrated ability to reach consensus
- Ability to address complex legislative issues that intersect with complex policy objectives
- Ability to foster a culture of teamwork within the various committees and among various members of WSPA
- Ability to foster a culture of high ethical standards and legal compliance
- Ability to manage numerous and varied complex projects and deadlines simultaneously
- Ability to be fully accessible and responsive to internal clients and members throughout the organization

Equal Employment Opportunity Policy

The Western States Petroleum Association (WSPA) is an equal opportunity employer and is committed to providing a non-discriminatory employment environment for all of its employees. It is WSPA's long-standing policy to provide equal employment opportunity without regard to race, religion, creed, color, sex, sexual orientation, age, national origin, ancestry, physical or mental impairment, military service, citizenship of individuals legally authorized to work in the United States or any other basis prohibited by law.

Date Approved:	July 23, 2018
-----------------------	---------------

Please submit a cover letter detailing your interest in the position and a resume or curriculum vitae to Oyango Snell (osnell@wspa.org) by Wednesday, August 1, 2018 (please no calls).