State Government Relations/
Grassroots Director

Date: January 23, 2017
The National Association of Professional Background Screeners (NAPBS) seeks to retain a State Government Relations/Grassroots Director. NAPBS will consider both individuals looking to join the NAPBS team as well as firms specializing in state government relations.

ABOUT NAPBS

NAPBS exists to promote excellence in the screening profession. Founded in 2003 as a not-for-profit trade association, the National Association of Professional Background Screeners (NAPBS) represents the interests of over 850 member companies around the world that offer tenant, employment and background screening. NAPBS provides relevant programs and training aimed at empowering members to better serve clients and maintain standards of excellence in the background screening industry, and presents a unified voice in the development of national, state and local regulations.

With a common goal of helping provide our country and its citizens with a safer environment in which to live, work and play, screening companies and NAPBS will continue to work together to recommend best practices and promote the highest ethical standards and protect the privacy of consumers and assist employers and property managers in the proper use of information. Promoting an awareness of the importance of screening to organizations, communities, government entities, legislators and consumers will always be one of our primary goals.

SUMMARY OF ASSOCIATION

The Board of Directors is comprised of twelve (12) volunteer Directors, of which four (4) will be the Elected Officers (i.e. Chair, Chair-Elect, Secretary/Treasurer and Immediate Past Chair) and the Executive Director, ex-officio, and without vote.

NAPBS also has a very active set of volunteer committees who are charged with driving the goals of the organization. Additional information regarding NAPBS’ committees can be found on the association’s website.

NAPBS developed the first and only industry accreditation program for companies that are engaged in the employment screening industry. NAPBS also provides an individual certification program which focuses on compliance with the Fair Credit Reporting Act and other relevant laws and regulations. The Association is always considering additional, relevant programs to meet and exceed the needs of our members and the industry as a whole.

NAPBS contracts for its management, lobbying, communication and audit services.

TYPES OF MEMBERS

REGULAR MEMBER. Regular Members are companies currently, regularly and primarily engaged in the business of providing employment and/or tenant background screening services directly to qualified end-users, such as employers, or businesses.
Companies having multiple identities, subsidiaries and/or affiliates are limited to one Regular Membership.) Regular Members may vote and hold office.

ASSOCIATE MEMBER. Associate Members are companies currently and regularly engaged in the business of background screening but are not eligible for Regular Membership. Examples of Associate Members are providers of data, software vendors or other firms providing services directly to the employment screening or tenant screening industry, or firms deriving less than 50% of gross revenues from employment screening. Associate Members may vote and hold office.

AFFILIATE MEMBER. Affiliate Members are companies, individuals and other entities NOT eligible for Regular or Associate Membership but which support professionalism in background screening and agree to support and comply with NAPBS Purposes and Bylaws. Examples of Affiliate Members are attorneys, consultants, human resources or security professionals or insurance carriers. Affiliate Members are not eligible to vote or hold office.

CHAPTER/INTERNATIONAL MEMBER. NAPBS currently has three (3) international chapters (APAC, Canada and Europe) and offers membership within each of these chapters as well as the international community at large. NAPBS’ International community serves as a "universal opportunity" for screening firms to accurately understand the processes, logistics and laws of conducting international investigations. Serving as a communications hub for participating firms and service providers, the committee will also stimulate the development of country-specific guidelines and standards to mitigate the need for unnecessary government regulations.
State Government Relations/Grassroots Director

THE ROLE: Individual needed to develop a state government relations program for the National Association of Professional Background Screeners’, (hereafter “the Association” or NAPBS). Reporting to the Executive Director, the position will be tasked with carrying out the Association’s government relations goals and strategies as they relate to state and local governments. The successful candidate will work directly with NAPBS’ Government Relations Committee, the Board of Directors, and third party government relations partners hired or otherwise identified by the Association. The position is responsible for managing the state grassroots volunteer efforts of the Association’s Government Relations Committee. The incumbent will leverage expertise and cultivate relationships between NAPBS and various legislative bodies and government regulatory agencies at the state and local level and aid members in advocacy efforts on behalf of the profession.

The individual will have (or will develop) an in-depth understanding of the background screening profession, and will work to protect and advocate for the Association’s interests with respect to current and proposed regulatory and/or legislative issues that may impact the profession. They will closely monitor and update the Association on relevant pending and enacted legislation, rules and regulations and provide recommendations for action.

The State Government Relations Director will need to build and maintain strategic relationships with members of relevant legislative bodies and key staff, as well as paid and volunteer resources that may work on NAPBS’s behalf. They must keep NAPBS Leadership and Board up to date on relevant government rules and regulations and consult with legal counsel as needed.

Reports to: Executive Director, NAPBS (TBD)

Direct Reports: N/A

Location: Flexible

Travel: 20-40% (TBD)

Key Responsibilities

- Track, monitor and identify emerging developments within any local or state legislation that will have impact for our members and profession (NAPBS maintains a subscription to monitoring services).

- Identify and advance the legislative and regulatory priorities and strategies of NAPBS in coordination with Government Relations Committee, partners, members and senior association leadership.
• Provide guidance on the formulation of association positions, testimony, policy direction, proposed legislation and/or amendments to language of same, and create strategies for advocacy. This will entail building relationships with staff, Board, contracted partners, legal counsel and Government Relations Committee members.

• Keep parties within NAPBS informed about ongoing developments on priority issues, both through participation in meetings and contributing updates on state activities to the communications and tracking methods available to members. This requires providing updates and agenda items for weekly Government Relations Committee Meetings and monthly Board meetings. This may also involve meetings, testimony and presentations with stakeholders.

• Engage new and existing members and allies to engage on key legislation, providing leadership, direction and collateral for participants

• Develop and present to the Association a comprehensive State relations strategy to develop key long-term relationships, heighten the visibility of the Association and the profession in order to maximize its voice in the formulation of policy.

• Cultivate and maintain high-level relationships with state government officials, industry leaders, and trade associations and other stakeholders in furtherance of Association goals.

• Arrange meetings as appropriate, providing and educating members on talking points and written collateral, and performing follow up as appropriate.

• Capitalize on internal Association expertise as well as external resources (trades, coalitions, retained counsel) to lead advocacy on significant issues for NAPBS or, where more effective, to influence outcomes indirectly through third party engagement.

• Understand local, regional, or state government's needs and goals and how the NAPBS vision fits with and advances those goals.

• Design, write and produce press releases, articles, testimony, leaflets, newsletters and reports, as required and in conjunction with other contracted partners.

• Provide briefings on local and state matters to Association members at conferences and strategic planning, as requested.

• Be flexible and available for travel.

• Prepare and coordinate local lobbying efforts with members or local lobbyists, as needed.
Candidate Qualifications

- 5-10 years of state government relations or related experience
- Screening profession (consumer reporting agency) experience or similar regulatory experience strongly preferred
- Proven success in legislative/regulatory advocacy
- Knowledge and experience using FiscalNote (legislative tracking software) and Aristotle (legislative alert software used to communicate with membership), or similar tools
- Knowledge of the legislative/regulatory process at the state and local levels, especially as it applies to the screening profession
- Ability to effectively interact with internal and external contacts
- Strong analytical ability and research skills
- Demonstrated ability to grasp complex subjects and advocate for various member interests
- Highly developed sense of diplomacy and discretion
- Superior and persuasive oral and written communications skills
- Outstanding interpersonal skills and solid experience establishing and maintaining allies
- Excellent academic credentials - a degree in public relations, politics, government, public administration, social policy, business studies, management, languages or law preferred. A J.D. is considered a plus.
- Ability to handle multiple projects effectively

Leadership Competencies

- Creates Partnerships - Authentically builds trusted relationships and collaborates across global, diverse and multi-functional teams to successfully drive objectives
- Shares NAPBS Values - Integrity and ethics, Advancement of knowledge, Compliance, Service to our members, Collaboration, Proactive engagement
- Focuses on our Members - Promotes member interests and ensures focus on creating value and resources for them
- Drives Results - Sets aggressive goals and is accountable for continuously driving improved performance, leading change and ensuring high standards for themselves and those they work with

Location
- Flexible

References
- Include at least three references with submission of resume and cover letter

Approximate Timeframe
- Post Position: January 23, 2017
- Deadline for Submission of Resumes/Proposals: February 28, 2017
- NAPBS Review and Follow-up Questions: Weeks of March 13, 2017
- Interviews: Week of March 27 and April 3, 2017
- Final Selection (start date of contract to be negotiated/determined): May 1, 2017

Questions
- Please submit any questions you may have to Melissa Sorenson, NAPBS Executive Director, via email at melissa.sorenson@napbs.com.

Thank you for taking the time to review and consider the National Association of Professional Background Screeners State Government Relations/Grassroots Position.