

Job Title: Government Relations Specialist

Location: Houston, Texas

Position Type: Full-Time

Salary: Commensurate with Experience

Job Description:

The Government Relations Specialist is responsible for developing and executing the organization's legislative and regulatory strategy at the local, state, and federal levels. This role involves monitoring policy developments, advocating on behalf of the organization's interests, building relationships with elected officials and policymakers, and aligning public policy efforts with organizational goals.

Key Responsibilities:

- **Policy & Legislative Strategy**
 - Monitor and analyze legislative and regulatory developments affecting the organization.
 - Develop and implement strategic plans to influence policy in alignment with the organization's objectives.
 - Prepare policy briefs, testimony, position statements, and legislative summaries.
- **Advocacy & Representation**
 - Serve as the primary liaison between the organization and government agencies, legislators, and industry associations.
 - Represent the organization in meetings, hearings, coalitions, and public forums.
 - Coordinate advocacy efforts, including lobbying and grassroots campaigns.
- **Relationship Management**
 - Cultivate and maintain effective working relationships with public officials, legislative staff, regulatory bodies, and other stakeholders.
 - Organize meetings and events to educate and engage policymakers.

- **Internal Collaboration**

- Work closely with executive leadership and relevant departments (e.g., legal, communications, compliance) to align advocacy efforts with business priorities.
- Advise senior leadership on political, legislative, and regulatory risks and opportunities.

- **Compliance & Reporting**

- Ensure compliance with all lobbying laws and reporting requirements.
- Maintain accurate records of advocacy activities and expenditures.

Qualifications:

- Bachelor's degree in Political Science, Public Policy, Law, Communications, or a related field (Master's or JD preferred).
- 5 - 7 years of experience in government relations, public affairs, lobbying, or policy analysis.
- Strong knowledge of legislative and regulatory processes at state and federal levels.
- Proven experience building and managing relationships with government officials and agencies.
- Exceptional communication, negotiation, and presentation skills.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Strong analytical and strategic thinking skills.

Preferred Experience:

- Experience working in or with state legislatures, Congress, or relevant regulatory agencies.
- Familiarity with the public sector and its policy landscape.
- Existing network of policy and government contacts.

How to Apply:

Interested candidates are encouraged to submit a resume and cover letter outlining their qualifications and experience to emily.mcginty@gcpdtexas.com. Please apply by November 30, 2025.