

RCRC Job Description

Job Title: Sr. Vice President, Government Affairs
Department: Government Affairs
Reports To: President/CEO
FLSA Status: Exempt
Prepared By: Finance Director
Prepared Date: June 30, 2026
Approved By:
Approved Date:

SUMMARY

The Senior Vice President, Government Affairs (SVP GA) serves as the principal policy, advocacy, and governmental affairs advisor to the RCRC Board of Directors and member counties. Working collaboratively with the Board, President/CEO, county officials, member county staff, and RCRC staff, the SVP GA develops and implements member-informed, consensus-based policy and advocacy strategies that advance the interests of rural California counties and reflect the Board's vision and strategic priorities.

The SVP GA leads RCRC's state and federal advocacy efforts, ensuring strategy for legislative and regulatory advocacy aligns with Board direction. The position provides leadership in policy development, legislative advocacy, coalition building, Board relations, communications coordination, and departmental administration. The SVP GA is responsible for translating Board objectives into effective advocacy strategies; building and maintaining strong relationships with Board members, member counties, elected officials, public agencies, and partner organizations; and fostering a collaborative, service-oriented culture within the Government Affairs Department and throughout RCRC.

The SVP GA serves as a hands-on leader who is committed to RCRC's mission, values, and long-term success as a nonpartisan organization while supporting the growth, development, and effectiveness of Government Affairs staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Board and Member Engagement

- Engage with the Board of Directors and member counties to identify legislative and regulatory priorities, build consensus on policy matters, and provide objective analysis that supports informed, member-driven decision-making and advocacy strategies.
- Maintain proactive and ongoing communication with Board members through regular meetings, policy briefings, and individual outreach.
- Support, educate, and empower Board members through training and capacity-building opportunities to serve as visible leaders and advocates in legislative, regulatory, and public policy efforts.
- Develop strong working relationships with county supervisors, CAOs, county staff, and local stakeholders throughout RCRC's membership.
- Travel regularly throughout member counties to strengthen relationships and ensure advocacy efforts remain informed by local priorities and concerns.

Government Affairs, Policy, and Advocacy Leadership

- Lead and oversee RCRC's state and federal governmental affairs, public policy, legislative advocacy, and communications strategies, ensuring all advocacy activities are aligned with Board-adopted priorities, policy positions, and strategic direction while advancing member county interests.

- Monitor and analyze legislative, regulatory, and political developments affecting rural California counties.
- Build and maintain strategic relationships and coalitions with elected officials, agencies, partner organizations, and other stakeholders to advance RCRC's mission and policy objectives.
- Represent and advocate on behalf of RCRC before legislative, executive, and regulatory bodies in a manner consistent with Board direction and adopted policy positions.

Government Affairs Department Leadership

- Recruit, onboard, develop, mentor, and retain a high-performing Government Affairs team.
- Provide strategic leadership for the Government Affairs Department, managing departmental workload, staffing capacity, resources, priorities, and operational systems to ensure effective execution.
- Foster a collaborative, team-oriented environment that supports communication and innovation.
- Create opportunities for staff visibility, leadership development, member county interaction, and stakeholder engagement.

Administrative Oversight

- Oversee government affairs staff, consultants, lobbyists, administrative personnel, and advocacy-related contracts, including federal affairs and consulting agreements.
- Oversee department budget, contracts, administrative operations, and compliance with lobbying disclosure, Fair Political Practices Commission (FPPC), and other governmental reporting requirements.
- Support Board meeting planning, agenda, materials, and related governance activities, including the Board Meeting held in the County of the Chair.
- Support planning and execution of the Annual Meeting.
- Work Collaboratively with the President/CEO and other department managers to support organization-wide initiatives and strategic priorities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Strategic Advocacy Alignment

Demonstrates the ability to translate Board vision, policy direction, and strategic priorities into effective legislative, regulatory, and governmental affairs strategies. Ensures advocacy activities, stakeholder engagement, and policy recommendations consistently reflect Board-adopted positions and organizational objectives.

Policy and Political Acumen

Possesses deep expertise in California's political, legislative, regulatory, and governmental environment, supported by a strong network of relationships with elected officials, policymakers, legislative staff, and stakeholder organizations. Maintains a working knowledge of federal governmental affairs and their implications for rural counties. Demonstrates the strategic judgment to effectively advance rural county priorities within a state policy environment that may not always align with their interests, achieving meaningful legislative and regulatory outcomes. Ability to objectively analyze issues and develop sound recommendations.

Consensus Building

Develops broad support for policy positions and strategic initiatives by incorporating diverse perspectives and balancing competing interests. Able to work constructively and professionally in an environment that may be stressful.

Collaborative Leadership

Works effectively across departments, counties, agencies, and stakeholder groups to build trust and achieve shared objectives. Has a collaborative and consultative leadership style with a strong commitment to member service, active listening, and inclusive decision-making.

Relationship Building

Builds and maintains productive relationships with Board members, county officials, legislative leaders, regulators, stakeholders, and coalition partners.

Rural County Knowledge

Understands the unique opportunities, challenges, priorities, and governance structures of rural California counties and communities.

Staff Development and Mentorship

Creates opportunities for staff development through training, coaching, mentorship, onboarding, and professional growth.

Team Leadership

Effectively leads experienced professionals by establishing clear direction, fostering accountability, and promoting high performance. Communicates openly and effectively with staff, creating a culture of trust, collaboration, and transparency. Empowers team members to take initiative and grow professionally while balancing workload priorities to support team success. Works cooperatively with all levels of management and support staff.

Administrative Leadership

Demonstrates strong planning, organizational, budgeting, contract management, and operational skills. Possesses a highly developed ability to resolve complex problems and evaluate alternative solutions in a logical and defensible fashion. Required to maintain strict confidentiality and discretion.

Hands-On Management

Balances strategic leadership with direct involvement in advocacy, relationship management, policy development, and staff support. Able to participate in more than one assignment at a time with frequent interruptions, changes and delays. Therefore, good organizational skills including the ability to multi-task, prioritize, work well under pressure and deadlines are critical. Accountability for own actions and work product is required. Individual should be able to work independently.

SUPERVISORY RESPONSIBILITIES

Responsibilities include personnel management in accordance with RCRC policies and applicable laws; interviewing, hiring, and training staff; planning, assigning, and directing work; conducting performance appraisals as well as providing regular and ongoing performance feedback; rewarding and disciplining employees; addressing complaints and resolving problems. The SVP GA supervises GA staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A Bachelor's degree, or equivalent experience, with emphasis in political science, public administration, or other related program is ideal. A Master's degree is highly regarded. Minimum of eight years of experience, including at least three years in a management role, with a California government agency, advocacy organization, or supporting organization dealing with general management and legislation is ideal. Experience must include senior level responsibility for managing staff, programs, and other resources or activities. Professional, community-based, or lived experience in rural California, including an understanding of the unique opportunities and challenges facing rural communities, is highly desirable.

Preference may be given to candidates with an advanced degree and the combination of professional, leadership, and rural experience that best fits the needs of RCRC.

The ideal candidate will demonstrate:

- Extensive knowledge of California government, legislative processes, regulatory processes, and public policy development including a strong understanding of the unique issues facing rural California counties.
- Experience in legislative advocacy, governmental affairs, lobbying, legislative analysis, or public policy development.
- Familiarity with federal government processes, federal advocacy, and national policy issues affecting local government.
- Experience working directly with governing boards, elected officials, county leadership, or local government organizations.
- Strong professional relationships within California government and familiarity with federal policymakers and stakeholders.
- Experience working in or on behalf of rural California counties, local government, or rural communities.
- Success managing and developing high-performing professional staff.
- Experience managing consultants, lobbyists, contracts, budgets, and organizational resources.
- Demonstrated ability to build consensus among individuals with diverse viewpoints, backgrounds, and interests.

LANGUAGE SKILLS

This ideal candidate will be an exceptional listener, communicator, and an accomplished presenter in a public forum with the ability to build strong relationships, engender trust, and, when needed, effectively drive change. The SVP GA must possess highly effective verbal and written communications skills. The ability to prepare clear reports, business correspondence, and other written materials in a professional manner is essential. Must be able to express ideas and concepts effectively to co-workers, management, member county staff, Board members, policymakers and other stakeholders. The ideal candidate will also possess excellent presentation and public speaking skills, including the ability to create professional presentation materials and effectively communicate complex policy, legislative, and strategic issues to diverse audiences. The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and/or governmental regulations is required.

COMPUTER SKILLS

To perform this job successfully, an individual should be proficient with Microsoft Office Suite, Microsoft Outlook, and web-based research tools. Strong Microsoft Word skills and basic to intermediate Excel skills are required. The ideal candidate embraces technology as a tool for improving efficiency, communication,

research, and decision-making, and demonstrates a willingness to learn, adopt, and appropriately utilize emerging technologies, including artificial intelligence (AI) and other digital tools, to enhance organizational effectiveness and advocacy efforts.

REASONING ABILITY

Ability to apply common sense is required. Ability to develop an understanding of required procedures and carry out instructions furnished in written, oral, diagram or schedule form.

WORK LOCATION AND TRAVEL REQUIREMENTS

This position is based in Sacramento, California. The SVP GA is expected to maintain a regular in-office presence to support executive leadership, staff collaboration, Board engagement, and stakeholder relationships. While RCRC provides the option to work remotely one day per week, this executive-level role is expected to be in the office more frequently to effectively support organizational priorities. Frequent travel throughout RCRC's member counties and periodic out-of-state travel are required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following terms are used to outline the physical requirements and are defined as follows:

1. Heavy – more than four hours per day
2. Moderate – two to four hours per day
3. Light – less than two hours per day

While performing the duties of this job, the employee is regularly required to perform the following functions:

Data entry	Light to Moderate	Sitting	Moderate to Heavy
Word Processing	Light to Moderate	Standing	Light to Moderate
Operating Telephone	Light to Moderate	Walking	Light to Moderate
Operating Copier/Printer	Light		

The employee may be required to occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Individual will have frequent repetitive motion use of hands because of computer use. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Must be able to see well enough to read faint or partially obscured writing or printing, with or without corrective lenses.

Must be able to use a pen and pencil to write and make marks on work papers.

Must be able to work extended hours, days, weekends, and holidays when necessary.

Frequent travel is required.

Gathering evidence will involve stooping to retrieve documents from storage and lifting and carrying boxes of paper weighing as much as 40 lbs. These types of activity may occur several times a day.