

***Position: Vice President of Congressional Affairs***  
***Reports To: Senior Vice President of Congressional Affairs***  
***Location: Washington, DC***

**Mission Statement**

The Consumer Bankers Association partners with the nation's leading retail banks to promote sound policy, prepare the next generation of bankers, and finance the dreams of consumers and small businesses.

**General Description**

The Vice President of Congressional Affairs will report to the Senior Vice President for Congressional Affairs and will primarily focus on Republican outreach to federal legislators on Capitol Hill. This includes the development and execution of strategies to advance policy positions which support a healthy retail banking industry.

**Duties and Responsibilities:**

- Advance CBA's agenda on Capitol Hill and its ability to influence policy debates
- Maintain strong relationships and educate Members of Congress & staff on retail banking issues
- Develop and implement strategies to achieve CBA's advocacy goals.
- Manage key issue campaigns which help facilitate a healthy and robust retail banking industry
- Analyze and interpret legislation
- Responsible for the drafting of memos, letters and testimony of key CBA advocacy priorities.
- Engage with Communications Dept. on the messaging of key issues
- Develop and manage relationships with CBA's member-company Government relations teams [This includes participating in member calls, coordinating advocacy meetings on Capitol Hill, soliciting feedback on specific issues of concern and providing regular communication to ensure a consistent flow of information is provided to CBA Leadership and members]
- Serve as a Liaison on CBA's internal committee structure that focuses on banking products, services and policies
- Represent CBA at political events

**Knowledge, Skills and Abilities:**

- Strong interpersonal, communication and writing skills. Writing samples provided upon request
- 4+ years of Capitol Hill or government relations experience
- A deep understanding of the legislative and political process
- An understanding and working knowledge of the financial services industry
- The ability to work in a team environment
- Communicate with policy, business and key decision makers in the banking industry
- Manage and coordinate advocacy activities with other trade/business groups on high profile issue campaigns