



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

## **About CBA**

CBA is the voice of the retail banking industry whose products and services provide access to credit for consumers and small businesses. Our members operate in all fifty states, serve more than 150 million Americans, and collectively hold two-thirds of the country's total depository assets.

## **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
- Expertise in public policy development and advocacy affecting banking issues, including legislative drafting, federal rulemaking procedures and strategic planning.
- Develop and implement strategies to achieve CBA's advocacy goals with policymakers, member-companies, and trade association partners.
- Analyze and interpret legislation
- Responsible for the drafting of memos, letters, and testimony of key CBA advocacy priorities.
- 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]
- Prepare testimony and brief witnesses for Congressional hearings.
- Serve as a Liaison on CBA's internal committee structure focusing 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)
- 5+ years of Capitol Hill or government relations experience with a focus on financial services
- A deep understanding of the legislative and political process
- A 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