



NATIONAL STONE, SAND  
& GRAVEL ASSOCIATION

**Job Title: Manager, Advocacy Engagement**  
**Reports to: Senior Director, Political Advocacy**

NSSGA is the leading advocate for the aggregates industry. Its members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – produce the essential raw materials found in homes, buildings, roads, bridges and public works projects. NSSGA represents more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States. Learn more at [www.nssga.org](http://www.nssga.org).

**Position Summary**

As Manager of Advocacy Engagement, you will play an important supporting role in shaping the aggregates industry's political agenda. This position will report to NSSGA's Senior Director of Political Advocacy. The position will manage multiple fast-paced projects related to NSSGA's political action committee, ROCKPAC, while supporting the advocacy and grassroots function of the association with the goal of growing member engagement. In this role you will have direct contact with NSSGA members, affiliated industry organizations and Members of Congress.

In a typical day, you might correspond with executives at a Fortune 1000 company or high-ranking elected officials. You might plan weekly events with the legislative team, attend webinars and meetings to assist in growing the program or distribute ROCKPAC checks to fundraisers. You will proactively seek out ways to grow the grassroots program and engage association members in the political process.

NSSGA provides a flexible hybrid working environment in the Washington DC area that includes the ability to work remotely for several days a week. The ideal candidate for this role will be a forward thinker with initiative, a strong work ethic and a desire to work at the intersection of policy and politics. This is an excellent opportunity to advance your career in Washington, D.C.

**Key Position Responsibilities**

- Manage grassroots and political advocacy program.
- Develop and implement advocacy and engagement strategies to include quarry tours, grassroots/grass tops alerts, GOTV efforts and communications.
- Serve as project manager for PAC communications and as a point of contact with all PAC donors.



- Maintain accurate PAC records to ensure Federal Election Commission Compliance, including inputting donation information into records, thank you letters, donor recognition lists.
- Process ROCKPAC check requests and ensures checks are disbursed in a timely manner.
- Track all political expenditures and keep ROCKPAC budget up-to-date.
- Prepare materials for trustee meetings, company presentations, webinars and presentations.
- Coordinate event planning for annual NSSGA events including annual meeting and legislative fly-in.
- Develop educational materials for NSSGA members to use in advocacy.
- Assist Senior Director and legislative team with projects as assigned.
- Track and analyze engagement activities.

### **Experience & Skill Requirements**

- Minimum of one year of experience in one or more of the following areas: fundraising, campaign, PAC management, trade association, and/or Hill experience.
- Some travel will be required in this role.
- Knowledge of the political and legislative process.
- Strong communication and interpersonal skills.
- Strong Excel, Word, and the full Microsoft suite skills, as well as industry-specific PAC software experience (Quorum PAC, FiscalNote), is a plus.
- Strong problem solving, trouble shooting and follow-through abilities.
- Tenacity and drive to learn and take on new tasks.
- Big picture thinking with an obsession for details.
- Customer service skills and proven ability to work as a team.
- Comprehend the importance of compliance and meeting deadlines related to the filing of reports.
- Ability to work with professionals from both parties.

**Pay Range:** \$65K-\$75K annually

Please provide resume and cover letter to [hr@nssga.org](mailto:hr@nssga.org). Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

