NSSGA®

NATIONAL STONE, SAND & GRAVEL ASSOCIATION

Job Title: Manager, Government Affairs
Reports to: Senior Vice President, Government and Regulatory Affairs
Status: Exempt

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.

Position Summary

The Manager, Government Affairs supports the execution of NSSGA's federal advocacy agenda through direct congressional engagement, policy research, member coordination and grassroots activities. Reporting to the Senior Vice President of Government and Regulatory Affairs, this position provides opportunities to work closely with congressional offices, federal agencies, NSSGA members and industry leaders. The Manager will maintain an active presence on Capitol Hill and help translate policy developments into timely, actionable information for the association and its members.

This is a highly engaged, externally facing role suited to someone who enjoys building relationships, tracking policy developments and helping turn association priorities into measurable advocacy activity. The position involves frequent Capitol Hill meetings and regular travel to political and industry events, including weekend commitments.

This role offers a flexible hybrid work environment in the Washington D.C. area. The ideal candidate for this role will be a forward thinker with initiative, a strong work ethic and a desire to work in policy and politics. This is excellent opportunity to advance your career in Washington D.C.

Key Position Responsibilities

- Support NSSGA's federal advocacy efforts on transportation, infrastructure, environment, energy, natural resources, taxes, appropriations and workforce issues.
- Build and maintain working relationships with congressional offices, committee staff and relevant federal agency personnel, in coordination with senior government affairs leadership.
- Schedule, prepare for and participate in meetings with members of Congress, congressional staff and agency officials; develop briefing materials and track follow-up actions.

- Monitor and analyze assigned legislation, regulations, hearings and policy developments; prepare concise summaries, research memos and recommended next steps.
- Assist in drafting legislative language, policy comments, position papers and other advocacy materials under the direction of senior staff.
- Implement advocacy strategies and support coalition activities, including bipartisan engagement across both chambers of Congress.
- Coordinate with NSSGA members, state aggregates associations and member-company government affairs teams; respond promptly to inquiries and requests for information.
- Prepare content for member updates, grassroots alerts, talking points, presentations and other communications in partnership with the appropriate NSSGA teams.
- Provide policy updates and assist with presentations at association meetings, conferences and member events.
- Support Political Action Committee activities and political events in coordination with the association's PAC staff and senior government affairs leadership.
- Help plan and execute NSSGA's annual congressional fly-in, including scheduling, briefing materials, member preparation and meeting follow-up.
- Support outreach to expand the Congressional Aggregates Caucus and increase engagement with participating congressional offices.
- Maintain accurate records of congressional contacts, meetings, commitments and advocacy activities; report progress against assigned goals.

Experience & Skill Requirements

- Bachelor's degree in political science, public policy, government affairs or a related field, or an equivalent combination of education and relevant experience.
- Approximately 3–5 years of relevant experience in government affairs, public policy, Capitol Hill, a federal agency, trade association or consulting environment. Experience working with congressional offices strongly preferred.
- Working knowledge of the federal legislative process, congressional offices and relevant regulatory processes.
- Strong written and verbal communication skills, including the ability to summarize complex policy issues clearly.
- Demonstrated relationship-building, organizational and follow-through skills.
- Ability to manage multiple deadlines and work effectively in a fast-paced, collaborative environment.
- Comfort interacting professionally with policymakers, association members and senior business leaders.
- Ability to work constructively across political parties and with both chambers of Congress.
- Interest in transportation, infrastructure, natural resources or the aggregates industry; industry-specific knowledge can be developed on the job.

Travel and Schedule Expectations

Must be available for Capitol Hill meetings and political events approximately three days per week when Congress is in session, as well as regular domestic travel for industry and association events including at least one weekend per month. Additional evening and weekend commitments may be required based on the association's advocacy and event schedule.

Pay Range: $75K-$95K annually

Please provide resume and cover letter to 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.