

## **JOB DESCRIPTION**

**TITLE:** Government Relations Manager/PAC Administrator

**DATE:** November 2025

**CLASSIFICATION:** Exempt

**DEPARTMENT:** Government Relations

### **SUMMARY:**

Advocates on behalf of the Georgia hospital industry before the Georgia General Assembly, congressional delegation, regulatory bodies, and other coalitions, associations and interest groups on governmental issues of concern to the membership. This includes research, development and implementation of legislative strategies, advocacy efforts and fundraising techniques that further GHA's objectives. Responsible for all aspects of GHAPAC.

### **ESSENTIAL FUNCTIONS:**

Under the direction of the Director, Legislative Affairs, the Government Relations Manager/PAC Administrator lobbies the members of the General Assembly, and appropriate staff to promote or oppose legislation that would impact GHA's mission and its membership. Additionally, the Government Relations Manager/ PAC Administrator lobbies Georgia's congressional delegation and their staffs regarding issues affecting health care delivery and the hospital industry; represents and supports hospital interests to federal, state and private regulatory bodies, task forces and committees; distributes political action committee proceeds to legislators who understand health care issues and are supportive of hospital interests; represents GHA before GHA-member societies and external committees, task forces and associations; supports GHA-endorsed public advocacy and media campaigns to garner support for the hospital community's position; keeps GHA members abreast of health care policies and legislative developments; and responds to member requests for information or direction on legislative or governmental concerns.

The Government Relations Manager/ PAC Administrator provides and receives support and guidance from the Government Relations Department on regulatory, policy and legislative issues; from the Legal Department on interpretation and implementation of current and proposed statutory and regulatory law; from staff within the Partnership for Health and Accountability (PHA) on regulatory issues within government agencies.

To promote greater involvement by hospitals in the political process, the Government Relations Manager/ PAC Administrator has responsibility for developing, supporting, and implementing the GHAPAC fundraising activities and campaign support efforts.

The Government Relations Manager/ PAC Administrator maintains regular contact with the Georgia Chamber of Commerce and with state and legislative-appointed task forces to represent the hospital industry. As appropriate, the Government Relations Manager/ PAC Administrator maintains regular contact with the general public to promote GHA policy and respond to current issues.

Additionally, the Government Relations Manager/ PAC Administrator is responsible for managing, coordinating and organizing the Georgia General Assembly activities including supervision of interns, computer and Web site maintenance and daily activities during session.

This position requires frequent communication about legislative and policy information with the members and staffs of the Georgia General Assembly and, as appropriate, the offices of the Governor and Lieutenant Governor, the Speaker of the House and their staffs, and the Georgia congressional delegation and their staffs; hospital CEOs and Administrators; the American Hospital Association; any relevant health-related associations; and other hospital lobbyists.

The most challenging aspects of this position are recommending advocacy positions that respond primarily to the collective membership, building effective relationships and strategies to influence legislation, and setting priorities with regard to frequent and abundant legislative and governmental requests and directives.

In order to perform the major activities described above, the incumbent engages in the following specific tasks:

1. Lobbies members of the General Assembly and appropriate staff to support/oppose legislative initiatives.
2. Provides Georgia's congressional delegation with information intended to support GHA's position on healthcare-related issues.
3. Establishes and cultivates coalitions with other healthcare-related interest groups and organizations to support/oppose legislation.
4. Performs research on legislative activity and assists with the production of the *Capitol Health Hotline* and other materials as necessary.
5. Tracks legislation and maintains GHA's legislative Web site.

6. Engages Georgia's congressional delegation and their staffs in Washington, D.C., and in home districts to discuss federal legislation and public policy affecting hospitals and the healthcare industry.
7. Organizes and coordinates meetings, events and activities related to GHA's Government Relations Department during the annual Legislative Session.
8. Researches, writes, produces and presents information on healthcare-related issues to legislative, congressional and advocacy-related entities.
9. Drafts policy position statements for GHA members for communication with their respective legislative and congressional offices.
10. Monitors healthcare-related legislation in congress and other state legislatures and discusses strategy with government relations peers in state and national health and hospital associations.
11. Performs research on legislative activity and manages the production of Government Relations materials as necessary.
12. Responds to member requests for information and direction on legislative or governmental issues.
13. Researches and performs analysis on elected officials' voting records and assists in organizing candidate fundraisers.
14. Participates in GHAPAC fundraising activities and campaign support efforts.
15. Tracks legislator fundraising events for GHAPAC contributions.
16. Executes other duties as assigned by the Chief Government Relations Officer.

**EDUCATION:**

Bachelor's degree required, with an emphasis in political science, public relations, communications or a related field preferred.

**EXPERIENCE:**

A minimum of three years' experience working with the legislative process, preferably in Georgia.

**KNOWLEDGE & SKILL:**

Excellent written and oral communication skills are essential, as is the ability to work with diverse organizations, especially elected officials and the media.

Must possess the ability to take initiative and be a self-starter.

Proven technology skills and adaptability; experience developing spreadsheets and databases; online research skills

Strong multi-tasking skills and able to meet all deadlines

Successful fundraising skills preferred in order to increase results for GHAPAC personal giving campaign

Proficiency with remote, telework technology (Zoom and/or Webex & Teams) - experience working in a remote or online environment is a plus.

*Equal opportunity employer as to all protected groups, including protected veterans and individuals with disabilities*

**DISCLAIMER:**

This job description indicates the general nature and level of work expected of the incumbent. It is designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.