



KENTUCKY DISTILLERS' ASSOCIATION
DIRECTOR OF GOVERNMENTAL & REGULATORY AFFAIRS
SERIOUS INQUIRIES ONLY

SUMMARY

The Kentucky Distillers' Association, a 137-year-old non-profit organization that promotes, protects and elevates the Commonwealth's signature Bourbon and distilled spirits industry, is seeking a Director of Governmental & Regulatory Affairs.

Founded in 1880, the KDA is the state's voice for Bourbon and spirits issues. Its diverse and growing membership of 33 distilleries produce 90 percent of the world's Bourbon, from legendary, global brands to emerging micro distilleries that are building the next generation of the timeless craft.

This critical position will support the KDA, its Board of Directors and member companies in coordinating the industry's public affairs initiatives at all levels of government and strengthening Kentucky's title as the one, true and authentic home of Bourbon and distilled spirits. This position is based in Frankfort, the Capital city of Kentucky.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop strategies to secure legislation and regulation that meets the Association's priorities and to oppose measures deemed harmful to Kentucky's signature Bourbon and distilled spirits industry.
- Monitor legislative and regulatory activity at all levels of government, including the Kentucky General Assembly, the Kentucky Governor's Office and associated Cabinets, and the Kentucky Department of Alcoholic Beverage Control (ABC), Congress and associated federal agencies, and various communities throughout the Commonwealth.
- Draft bill and regulatory language; secure sponsors for legislation; prepare and coordinate legislative testimony, fact sheets and other collateral materials.
- Work with the Kentucky Cabinet for Economic Development to seek incentives and other financial needs for current and potential distillers. Assist distillers in the planning, invitation and execution of distilling announcements.



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- Maintain databases of governmental officials and opinion leaders
- Coordinate annual lobby days, legislative receptions and industry meetings with elected officials.
- Supervise KDA contract lobbying team in consultation with KDA President in directing legislative affairs; coordinate contract lobbying efforts among KDA member distilleries.
- Build and strengthen relationships with elected officials, regulatory policymakers, key staff and opinion leaders on the local, state and federal levels.
- Collaborate with other non-profit organizations, agencies, trade unions, vendors and industries to promote KDA governmental affairs policies and priorities.
- Work with KDA legal counsel on member needs in the governmental and regulatory arenas and the development of legislation and legislative impacts.
- Serve on policy groups for a variety of organizations to promote KDA governmental affairs policies and priorities.
- Develop and strengthen local involvement with federal officials to ensure education and understanding of KDA policies and initiatives, including district meetings with KDA member distilleries.
- Strengthen and coordinate communications with members of the Congressional Bourbon Caucus and the Kentucky Bourbon Trail® Caucus.
- Organize grassroots and grasstops advocacy campaigns, including web-based advocacy efforts.
- In conjunction with KDA President, develop and implement media strategies regarding governmental affairs initiatives.
- Attend KDA advisory group meetings to discuss KDA projects and potential initiatives.
- Work with KDA members to assist in legislative needs and efforts.
- Update and coordinate annual economic impact studies and other research needs as deemed appropriate and necessary.
- Represent the KDA President and Board at a variety of events, including speaking engagements, as needed.

In addition, the Director of Governmental & Regulatory Affairs will:

- Work with the federal delegation, trade groups and Kentucky Cabinet for Economic Development on opportunities to showcase member brands. This includes involvement with free trade agreements and other doctrines to level the playing field for Bourbon.
- Assist the KDA President in strengthening business and community relationships to educate elected officials and opinion leaders on industry growth and needs. This includes speaking engagements, tasting events and serving on a variety of Chamber of Commerce public policy groups.
- Lead the KDA Technical Affairs Advisory Group on issues affecting the distilling manufacturing process, including safety related issues. Submit comments on behalf of the industry to the *Federal Register* or letters to other appropriate forums. Coordinate with the KDA Craft members on issues affecting their growing industry.

The ideal candidate will be experienced in handling a wide range of duties with little or no supervision, be exceedingly well-organized, able to manage multiple priorities simultaneously, follow through on issues in a timely manner and work effectively under tight deadlines.

This position also requires excellent judgment and discretion with confidential and sensitive information and a high level of professionalism. The candidate also will assist the KDA President in adhering to fiduciary responsibilities and other budgetary matters, and will ensure that the Association obeys all ethical, legal and lobbying requirements.

MUST HAVE:

- A four-year college degree with understanding of government
- Minimum 5 years' experience in governmental or public affairs, legislative advocacy or similar position.
- Excellent interpersonal, written and verbal communication skills and outstanding relationship building skills.
- Strong ability to collaborate across a diverse organization and drive a shared agenda that recognizes and supports different levels of needs.
- Willingness to learn and seek out new partnerships and resources.
- Ability to multi-task and manage a wide range of duties with little or no supervision.
- Exceptional organizational skills with specific attention to detail.
- Ability to influence positive change as both a leader, negotiator and doer with a high level of professionalism.
- Ability to follow through on issues in a timely manner and work effectively under tight deadlines.
- Positive attitude, high energy, self-motivated, and passion for Kentucky Bourbon.
- Strong computer skills, including experience in Adobe Acrobat and Microsoft Office (Outlook, Word, PowerPoint, Excel and Publisher)

STRONGLY PREFER:

- Experience in Kentucky governmental and/or regulatory affairs
- Advocacy experience in federal affairs, including the Kentucky Congressional delegation
- Experience and knowledge of Kentucky Bourbon, legislative issues, policies and priorities, and KDA member distilleries
- Federal trade experience and ability to navigate free trade agreements and new markets
- Clear understanding of strategies, principles and methods behind legislative advocacy, alliance development, research, budgetary matters and tourism
- Exceptional project management and organizational skills

Some evening and weekend responsibilities required, particularly during legislative sessions, including some travel.

SALARY AND BENEFITS

- Salary commensurate with experience
- Benefits include medical, dental, vision and life insurance
- Monthly auto allowance
- Annual merit bonus opportunity
- Retirement plan, including employee contribution and employer match
- Holiday and vacation pay, commensurate with experience
- Headquarters in Frankfort

MORE INFORMATION

Send a formal cover letter, detailed resume, references and salary expectations to eric@kybourbon.com with “KDA Governmental Affairs Search” in the subject line.

Applications that are submitted to other e-mails addresses, or that do not contain “KDA Governmental Affairs Search” in the subject line, will not be accepted.

Hard copies may be submitted to KDA Governmental Affairs Search, 614 Shelby Street, Frankfort, Ky. 40601.

Deadline to apply is close of business Friday, June 23.

The Kentucky Distillers' Association is an Equal Opportunity Employer. Nothing in this posting or description should be construed as an offer or guarantee of employment.