



Executive Division

Intergovernmental Affairs & Community Relations – New York City

Director of Intergovernmental Affairs

Reference No. IGV_ NYC_DR_6209

Application Deadline is June 10, 2022

The Executive Division of the New York State Office of the Attorney General (OAG) is seeking a highly motivated candidate with excellent communication and managerial skills to serve as Director of Intergovernmental Affairs. This position reports to the Chief of Staff and is based at the OAG's New York City office.

The Director of Intergovernmental Affairs is responsible for overseeing a team of experienced professionals who represent the Attorney General (AG) in communities across New York State by helping to build and maintain productive relationships with elected officials, community leaders and advocacy/issue groups. Intergovernmental Affairs coordinates and facilitates all significant communications between the AG and federal, state and local elected officials and other key stakeholders. Serving as the primary point of contact for the AG in their region, the Intergovernmental Affairs representatives frequently work with elected officials and other community leaders to resolve issues impacting their constituencies. Intergovernmental Affairs orchestrates the OAG's community outreach initiatives and advocacy campaigns by collaborating with the AG's executive team, press team, bureau chiefs, regional office heads and multiple external partners. Finally, Intergovernmental Affairs helps to educate the public on the AG's priorities, which have included, among others, internet safety, consumer frauds, housing and civil and labor rights.

Responsibilities of the Director of Intergovernmental Affairs will include, but not be limited to the following:

- Working closely and collaboratively with the AG's executive team to effectively promote the AG's priorities and policy strategies to critical stakeholders to achieve the desired outcomes;
- Supervising a team of experienced regional representatives and providing regular feedback, coaching and mentorship;
- Advising the AG and her executive team on local issues, political dynamics and other matters;
- Planning, organizing and overseeing regional visits for the AG, executive team, and other senior staff;
- Organizing advocacy campaigns to advance the AG's legislative initiatives and developing outreach strategies for various public service announcements;
- Responding to a wide variety of inquiries from elected officials and their staff and assisting with resolving constituent concerns;
- Overseeing correspondence with external stakeholders, including but not limited to legislative staff and other government agencies;
- Providing strategic support for public outreach campaigns, including organizing meetings with the AG's partners in government, elected officials and relevant community groups; and
- Managing special projects as assigned by the Chief of Staff.

Suitable candidates must possess the following qualifications:

- A **minimum of five (5) years** of relevant work experience in government, politics and/or campaigns demonstrating an increasing scope of work and level of responsibility;
- Prior experience working with local, state and federal elected officials and community and advocacy groups is required;
- Prior supervisory experience and prior experience working in New York government, politics and/or campaigns are strongly preferred;
- A proven record of building and sustaining mutually productive external stakeholder relationships and successfully working with decisionmakers on advocacy and policy-based issues;

- Excellent interpersonal communication, presentation and public speaking skills, including the ability to communicate complex information clearly and accessibly for diverse audiences;
- Excellent research, reasoning and writing skills;
- Sound judgement with effective troubleshooting and conflict resolutions skills, including the ability to handle confidential and sensitive information with discretion;
- Proactive with the ability to self-manage multiple projects and priorities while meeting tight deadlines;
- Fluency in other languages, is a plus, but not required; and
- Availability for periodic travel in New York State.

OAG employees serve more than 20 million state residents through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State.

Per Office of the Attorney General policy, confirmation of full vaccination status is a condition of employment for this position. If you are not fully vaccinated, you will be required to provide weekly negative COVID-19 PCR test results. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [IGV NYC DR 6209](#)

To ensure consideration, applications must be received by close of business on June 10, 2022.

Applicants must be prepared to submit a complete application consisting of the following:

- [Cover Letter](#)
 - You may address to Legal Recruitment.
 - Indicate why you are interested in this position and what makes you the best candidate.
- [Resume](#)
- [Writing Sample](#)
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov