



SOCMA POSITION DESCRIPTION

Position: Director, Government Relations
Classification/Grade: Exempt
Reports To: Vice President, Government Relations
Department/Unit: Government Relations
Date: July 2026
Location: This position requires 2 days a week in the SOCMA office located in Crystal City

POSITION SUMMARY:

The Director, Government Relations plays a key role in advancing SOCMA's advocacy priorities by monitoring and analyzing federal and state legislative, regulatory, and policy developments impacting SOCMA members and the specialty chemical industry. The Director helps develop and execute SOCMA's government relations strategy by shaping policy positions, engaging with policymakers and regulators, building and maintaining relationships with key stakeholders, and providing timely analysis and recommendations to SOCMA leadership and members. This position works across both federal and state advocacy efforts and is expected to develop expertise in the full range of policy issues affecting the specialty chemical industry.

DUTIES AND RESPONSIBILITIES:

Primary:

- Monitors and analyzes federal and state legislative, regulatory, and policy developments impacting the specialty chemical industry.
- Drafts comment letters, statements, testimony, policy papers, briefing materials, presentations, advocacy materials, and responses to legislation and regulation.
- Develops policy recommendations and advocacy materials supporting SOCMA's government relations priorities.
- Builds and maintains relationships with Members of Congress, congressional staff, federal agencies, state officials, coalition partners, and industry stakeholders.
- Represents and advocates on behalf of SOCMA before
- Congress, federal agencies, state agencies, coalition partners, conferences, and industry events.
- Provides timely policy updates, analysis, and recommendations to SOCMA leadership, members, committees, and working groups.
- Works closely with SOCMA members, committees, and working groups to identify policy priorities and develop advocacy strategies at both the federal and state levels.

- Helps plan and execute congressional fly-ins, state advocacy initiatives, member briefings, webinars, and advocacy events.
- Collaborates across the organization to develop government relations content for newsletters, website updates, member communications, presentations, and other advocacy materials.
- Supports the planning and execution of SOCMA committee and working group meetings by preparing agendas and meeting materials, facilitating discussions, and following through on action items.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong knowledge of the legislative and regulatory process.
- Knowledge of federal or state environmental, chemical manufacturing, trade, or industrial policy, with the ability and desire to develop expertise across the full range of issues affecting the specialty chemical industry.
- Ability to communicate complex policy and regulatory issues to a variety of audiences.
- Excellent verbal and written communication skills.
- Strong analytical, research, and problem-solving skills.
- Strong interpersonal skills and ability to effectively collaborate with members, policymakers, coalition partners, and other departments.
- High level of organization and attention to detail.
- Self-motivated with the ability to manage multiple priorities in a fast-paced environment.
- Demonstrated initiative, curiosity, and a desire for continuous professional growth.
- Team-oriented with a collaborative approach to achieving organizational goals.
- Commitment to providing exceptional service to SOCMA members.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in public policy, political science, chemistry, environmental policy, engineering, communications, or a related field.
- Minimum of six (6) years of experience in government relations, Congress, a federal or state agency, or a related public policy position.
- Experience working on chemical manufacturing, environmental, trade, industrial, or regulatory policy strongly preferred.
- Experience engaging with Congress, federal agencies, state governments, or industry stakeholders.
- Demonstrated experience in federal advocacy, with a willingness to support and develop expertise in state advocacy.
- Position is based in the Washington, D.C. metropolitan area. While SOCMA offers a hybrid work environment, this role requires regular in-office collaboration and frequent external meetings with policymakers, regulators, coalition partners, and industry stakeholders.

PHYSICAL REQUIREMENTS:

- Ability to work in a professional office environment and use standard office equipment.
- Ability to communicate effectively in person, by telephone, and through virtual meeting platforms.
- Ability to attend meetings at SOCMA headquarters, Capitol Hill, federal and state agencies, and other locations throughout the Washington, D.C. metropolitan area.
- Ability to travel, as needed.

COMPENSATION:

- The anticipated salary range for this position is \$115,000 to \$135,000 annually, commensurate with experience and qualifications. SOCMA also offers a competitive benefits package, including health insurance, retirement benefits, paid time off, and professional development opportunities.

Consistent with the Americans with Disabilities Act (ADA) and Virginia civil rights law, it is the policy of SOCMA to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause undue hardship.

Acknowledge (Employee):

Date:

Concur (Supervisor):

Date:

HR& Administration:

Date: