

## **INSURANCE COUNCIL OF NEW JERSEY POSITION DESCRIPTION**

**Job Title:** Vice President, Government Affairs

**Basic Function:**

To work with the President of the organization in representing the ICNJ before various New Jersey public entities including the Office of the Governor, State Legislature, the Department of Banking and Insurance, the Department of Labor and the Motor Vehicle Commission.

**Major Duties and Responsibilities:**

*Legislative & Regulatory Affairs*

Identify and track insurance issues in New Jersey; develop and implement appropriate legislative and regulatory strategies necessary to deal with each, under the guidance of the ICNJ President and Board of Directors.

Develop relationships on behalf of the organization with key members of the executive, legislative and regulatory branches of state government.

Coordinate the development of regulatory comments and legislative testimony, including providing testimony before various legislative committees and other public bodies.

Build consensus and understanding among ICNJ member companies on key issues confronting the industry through frequent communications.

Work with the President, or other designated staff member, to assure that the organization's communications and government affairs activities are strategically compatible and complementary.

Establish positive working relationship with representatives of member companies, national trade associations, individual insurance company lobbyists and New Jersey business organizations in order to coordinate and enhance the effectiveness of ICNJ activities.

Be prepared to work outside normal business hours to attend functions in the mornings and evenings.

*Administrative*

Analyze and communicate in a timely fashion all information regarding legislation, amendments, notices of meetings or hearings, proposed rulemaking, administrative orders and other materials relating to legislative and regulatory activity affecting the business of insurance and insurers.

Determine and implement appropriate and efficient methods of informing member companies of relevant legislative and regulatory activity, in consultation with the President.

Support the supervision and coordination of the activities of any firms or individuals that are contracted from time-to-time to provide government relations or communications services for ICNJ.

Supervise the maintenance and reporting of the appropriate reports and forms with the Election Law Enforcement Commission.

**Qualifications:**

Minimum of five years in public affairs, government relations or related experience in New Jersey. Demonstrate practical knowledge of the State's legislative process and regulatory arena. Knowledge of insurance, especially property-casualty lines, preferred.

Bachelor's degree; Law degree preferred, but not necessary.

Possess the ability to effectively interact with executive department officials, legislators and their staffs.

Ability to research and analyze legislative and regulatory proposals.

Possess superior communication skills (written and oral.)

Experience in working with all types of media.

**Salary:**

Commensurate with experience; full benefits.

**Resume Submissions:**

Interested individuals should send cover letter and resume with salary requirements by fax, 609-393-0017, email, [mnovak@icnj.org](mailto:mnovak@icnj.org) or mail, ICNJ, 15 W. Front Street, 2nd Floor, Trenton, NJ 08608. All inquiries and submissions will be held confidential.