



## Job Description

**Job Title:** Government Affairs Relationship Manager  
**Department:** Government Affairs  
**Reports To:** Director of Government Affairs  
**FLSA Status:** Exempt  
**Location:** Hybrid, Twin Cities Metro

### Mission

To promote safe, high-quality patient care through credentialing, collaboration, and advocacy.

### Vision

Exceptional patient care for all, provided by qualified medical imaging and radiation therapy professionals.

### Values

ARRT is a principled and mission-driven organization that values and demonstrates quality, integrity, objectivity, and evidence-based decision making.

### Position Summary:

The Government Affairs Relationship Manager promotes the credentials of certified and registered technologists in government at every level and in non-governmental healthcare institutions, including third-party payers or anyone who regulates personnel requirements involving ARRT disciplines. This role advocates for the recognition of certified and registered technologists and the allowance to practice to the full extent of their education, training, and certification.

### Duties and Responsibilities:

#### General Government and Legislative Affairs

- Promote legislative efforts that are beneficial to ARRT and collaborate with other organizations to earn the backing of government officials and the public.
- Stay current on existing and proposed legislation, meeting with coalition members, ARRT Government Affairs team members, and lobbyists to support upcoming and ongoing initiatives.
- Assist with selecting lobbyists, public affairs, and lobbying firms, and other participants to advance ARRT's efforts.
- Assist with the annual evaluation process of external services (e.g., lobbyist, public relations firms).
- Assist with updating initiative tracking logs used for updating management and the Board of Trustees.
- Coordinate responses to legislative inquiries, reviews, and edits of legislative correspondence.
- Coordinate communication with legislative support and ARRT Government Affairs.
- Assist with monitoring active initiatives (e.g., committee schedules, agendas, meetings, hearings).

- Identify needs for legislative training and develop, schedule, and assist with conducting that training for ARRT employees and Trustees as needed.
- Prepare and review report summaries of meetings.
- Participate in development to learn industry standards and ARRT requirements.
- Participate in ARRT internal committees or projects.
- Participate in professional development activities to support professional growth.
- Other duties as assigned or modified as business needs dictate.
- Minimal travel is required; less than 20%.

### **State Contracts**

- Serve as the coordinator of state entity contracts/agreements.
  - Renewing of current contracts/agreements
  - Coordinate the implementation of new contracts/agreements.
  - Work with legal counsel and update agreements based on BOT decisions.
  - Work with business operations to complete additional tasks (e.g., Certificate of Authority, Certificate of Good Standing, Certificate of Insurance) necessary to do business with individual states.
- Monitor State Agency Email Inbox and respond to State contacts.
- Support the State Agency call queue to serve as the primary contact for State entity questions and requests.
- Work with Initial Certification staff regarding state candidate issues as needed.
- Serves as primary administrator to maintain the State Entity SharePoint site including contact lists and agreement management and archiving.
- Responsible for communicating changes to discipline/examination documents to state entities meeting agreed upon timelines.
  - Work with Education Requirements and Examination Requirements and Psychometrics (ER&P) to determine language and content to be communicated.
  - Coordinate communications with changes made to the state.arrt.org and arrt.org.
- Monitor for industry and state changes that could impact state candidates or agreements between ARRT and state entities.
- Support ARRT departments to develop Board memos and communications.
- Perform other duties as assigned or modified as business needs dictate.

### **Minimum Qualifications:**

- Bachelor's degree (BA or BS) or equivalent experience in communications, public relations, political science, or related experience in government affairs jobs.
- Two plus years of relevant experience such as research, public policy, or advocacy.

### **Preferred Qualifications:**

- Prior experience in legislative research and report writing.
- Project management skills.
- Minimum of two years of relevant experience, such as research, public policy, and/or advocacy.
- General knowledge of government advocacy.

### **Skills and Abilities:**

- Excellent written and verbal communication skills, including the ability to convey technical information clearly to a range of audiences, particularly non-expert audiences.

- Excellent interpersonal communication skills.
- Demonstrated initiative, resourcefulness, and adaptability.
- Previous work experience with the Microsoft suite including Word, Excel, PowerPoint, Teams, and SharePoint.
- Demonstrated ability to efficiently organize, coordinate, track, and complete multiple tasks, adjust to changing priorities, and meet deadlines.
- Skill in policy analysis and research.
- Skill in compiling, evaluating, and presenting legislative information.
- Ability to analyze issues, work under pressure, meet close deadlines, and communicate effectively.
- Ability to work as part of a team and independently.
- Ability to work independently under general supervision and manage own time effectively.
- Desire to pursue, develop, and maintain external relationships that benefit ARRT and its programs.

**Physical Demands:**

**Close Visual Acuity:** Viewing a computer screen; reading manuals; visual inspection involving small defects, small parts, and/or operation of machines (including inspection)

**Fingering** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Hearing** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.

**Reaching:** Extending hand(s) and arms(s) in any direction.

**Repetitive Motions** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Sedentary Work:** Sitting most of the time; occasional walking and standing.

**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

**Travel:** Ability to travel to other locations based on business needs.



# ARRT Core Values

## Accountable

**We can count on each other.**

We are responsible, reliable, and dependable. We follow through on our commitments in a thoughtful and efficient manner.

## Adaptable

**We are open to new ideas, challenges, & ways of working.**

We are willing and able to change our behavior, thoughts, and actions to accommodate different situations or environments. We are flexible and can quickly shift direction when needed. We are open to change.

## Business Acumen

**We manage risks & opportunities to achieve positive results.**

We seek to understand business issues and operations, customer needs and preferences, and industry trends so we can provide useful insights and recommendations for achieving our goals. We learn from our mistakes, but don't fear failure. By showing up with composure, confidence, and authenticity, we inspire confidence in others and lead effectively.

## Collaborative

**We are better when we work together.**

We believe diverse skills, backgrounds, and perspectives help contribute to better outcomes. We can agree to disagree and still commit to act. We offer help and accept it.

## Committed

**We are all part of the solution.**

We strive for excellence through continual improvement. We help develop potential solutions to problems and contribute ideas, enthusiasm, and energy for our work.

## Critical Thinking

**We test our assumptions to make better decisions.**

We analyze information objectively, using data from various sources, questioning assumptions, and forming well-reasoned judgments. We determine when enough information is available to act. We use wisdom gained from experience to differentiate between subtleties and make sound decisions while considering positive and negative impacts of a decision.

## Emotional Intelligence

**We strive for self-awareness.**

We recognize, understand, and manage our own emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict. We set aside ego so we can learn and receive feedback.

## Growth-Oriented

**We are always learning & teaching.**

We are committed to professional growth, seeking ways to enhance our technical and people skills and business knowledge. We embrace a coaching mentality to empower others to excel and make valuable contributions to the organization. We seek and provide constructive feedback.

## Integrity

**We do the right thing.**

We are honest, fair, and ethical. We admit mistakes and work to reconcile disagreements or conflict respectfully. We give credit where credit is due.

## Listening

**We seek first to understand.**

We use empathetic listening, including nonverbal body language or written words. We respectfully recognize others' diverse perspectives and needs without interrupting or jumping to conclusions before they finish speaking. We ask questions that promote discovery and insight to confirm understanding.

## Resilient

**We bounce back.**

We strive to recover from adversity, challenges, or setbacks by positively adapting to difficult situations. We maintain emotional equilibrium by using appropriate coping strategies. We are persistent and keep moving forward.

## Strategic Thinking

**We plan and shape the future to achieve our goals.**

We evaluate complex situations and anticipate future trends and challenges to develop long-term plans that achieve our goals. We connect the dots between different pieces of information, weigh options and form plans by blending analytical thinking, creativity, and foresight.