

**MISSOURI DENTAL ASSOCIATION  
JOB DESCRIPTION**

**POSITION:**           **Legislative & Regulatory Director**

**BASIC FUNCTION:**

Within the framework of the policies of the Association and under the direction of the Executive Director, the Legislative & Regulatory Director is responsible for senior-level management and direction of the legislative and regulatory activities of the Association. In this capacity, the Director is responsible for the MDA Legislative and Regulatory Committee (LRC) and Political Action Committee (PAC) Boards.

**LEGISLATIVE RESPONSIBILITIES:**

1. Develops and maintains an effective advocacy program to represent the interests of the Association membership to the state legislature and governmental agencies as appropriate.
2. Serves as staff director of Legislative and Regulatory Committee, including planning, conferring, and guiding the legislative and regulatory efforts of the Association.
3. Develops bill language in consultation with general counsel, Board, Executive Director and/or contract lobbyists for legislation being proposed by MDA.
4. Monitors and acts upon legislation of interest to dentistry and provides weekly or bi-weekly reports to the Board on legislative activities during legislative session and therefore, as appropriate.
5. Promotes/lobbies for legislation sponsored by the MDA and legislation sponsored by other groups that is deemed beneficial to the dental profession and the public it serves, and lobbies against legislation opposed by MDA.
6. Testifies and/or oversees and coordinates the testimony of others on behalf of the MDA in relation to legislative issues before executive and or legislative branch hearings.
7. Organizes/assigns duties to MDA contract lobbyist along with the MDA Legislative and Regulatory Chair and the MDA Executive Director.
8. Establish and maintain contact with individuals and groups having similar interests of the MDA in order to encourage contact with legislators to present supportive views, and attend related meetings as a representative of the MDA

- (includes working with various state agencies, Missouri Coalition for Oral Health Board, Dental Medicaid Advisory Committee, and others whose activities intersect with MDA/are considered oral health stakeholders).
9. Directs development of necessary education and/or public relations campaigns in consultation with MDA Communications Director and Executive Director to enlist grassroots action on legislation (includes outreach through twitter and Facebook postings).
  10. Monitors Missouri Dental Practice Act and its statutes and rules, and attends Missouri Dental Board meetings as needed.
  11. Keeps executive director advised of legislative and regulatory developments, coalition activities (includes DHSS & DMS advisory groups, etc.) and any other activities relating to the legislative and regulatory efforts and interests of the Association.
  12. Answers member questions regarding legislation and regulatory activities and information (such as, the Dental Practice Act).
  13. Attends MDA Board of Trustees, House of Delegates and Legislative and Regulatory meetings and reports on legislative activities.
  14. Communicates MDA's position through written updates (Legislative Talking Points, *Focus* magazine Articles, member emails, twitter, Facebook, other social media) and through oral presentations to the media, legislature or Association members.
  15. Plans state legislative events, such as the annual legislative reception and legislative day.

**POLITICAL ACTION COMMITTEE RESPONSIBILITIES:**

1. Carefully monitors the state and federal electoral process and provides direction to the MODentPAC Board and others with respect to campaign contributions in support of candidates who are favorable to the dental profession and MDA.
2. Processes appropriate contributions and works with MODentPAC Board and others to present or arrange presentation to legislators.
3. Forms and organizes PAC component committees and representatives in effort to lay groundwork for a better overall legislative grassroots structure.

4. Forms a state grassroots dental network with at least one, and preferably three, specific dentist assigned as the contact person for every legislator, and confirms and encourages the relationship between the assigned dentist(s) and the legislator.
5. Serves as staff liaison of MODentPAC.
6. Attends fundraisers for legislators of interest to dentistry.
7. Assists with member fundraisers, when necessary (provide general coordination and direction for members with interest to offer fundraisers).
8. Assists MDA staff with fiscal affairs of PAC; makes appropriate reports.
9. Serves to coordinate activities with ADPAC, including coordination of Missouri Action Team Leaders.
10. Assists with any PAC related event.

**OTHER RESPONSIBILITIES:**

1. Prepares and monitors the annual budget request for legislative department, and works with Executive Director and Accounting Manager.
2. Coordinates contract analyses program with ADA, and compiles and revises contracts reviewed.
3. Coordinates insurance complaint resolution program.
4. In consultation with the Executive Director,
  - Directs and executes projects related to the ADA State Public Affairs program, including frequent conference calls, related information review and subsequent project planning.
  - As related to legislative and regulatory efforts, monitors MDA in media, facilitates media calls and other media relation efforts on the MDA's behalf; coordinates needed media coverage of MDA-related events and issues, including identifying and coordinating MDA member spokespersons; acts as staff spokesperson.
5. Engages in self study and improvement and attends conferences and events which are budgeted and which substantially relate to the fulfillment of any of the responsibilities stated herein. These may be located both in and out of state and may include, but are not limited to, Lobbyist Conference, Washington Leadership

Conference, ADA Annual Session and House of Delegates, Sixth District Caucus, Mid-States Dental Leaders Conference, etc.

6. Provide assistance to the Executive Director to properly direct staff to ensure programs achieve ends and strategic planning for the association, including but not limited to the development of employee and organizational policies and procedures.
7. At the direction of the Executive Director, enlist members and coordinate all activities associated with any ad hoc to which assigned.
8. At the direction of the Executive Director, assist any Board committees to which assigned.

**INTERNAL RELATIONSHIPS:**

The Legislative & Regulatory Director reports directly to the Executive Director of the Association. This person serves as a team member with all members of the Executive Office staff to fulfill Ends of the Association.

**EXTERNAL RELATIONSHIPS:**

The Legislative & Regulatory Director has regular contact with the members of the Legislative and Regulatory Committee, appropriate adhoc Committee(s) to ensure activities are being accomplished. The Legislative & Regulatory Director maintains appropriate relationships with the Association's component societies and Board. This person also has regular contact with members of the Association and outside entities with similar MDA interests.

**PREFERRED QUALIFICATIONS:**

The Legislative & Regulatory Director should have the following preferred qualifications:

1. Bachelor's degree in Political Science or appropriate years of lobbying/legislative experience;
2. Knowledge of computer technology, including Microsoft Word and Excel;
3. Ability to follow legislation through GovWatch subscription-based tracking service;
4. Experience in event planning;
5. Experience working with volunteers, committees, and Boards;

6. Excellent verbal and written communications skills;
7. Excellent organizational skills;
8. Understanding of Ethics Commission rules, financial management aspects of a Political Action Committees and non-profit organization or indicate abilities to learn;
9. Ability to work and make decisions independently; and,
10. Ability to travel, as required, on weekdays, evenings and/or weekends to events around the state as well as regionally and nationally, when deemed necessary.

**To apply**

Send cover letter, resume and salary expectations by September 1, 2017 (digital files accepted) to:

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