

JOB DESCRIPTION

JOB TITLE: Director of Governmental Relations 10/27/2025

CLASSIFICATION: Salaried/Exempt **Salary Range** \$125,000 to \$150,000

REPORTS TO: Chief Executive Officer (CEO)

SUMMARY/OBJECTIVE: The Director of Governmental Relations works closely with the CEO in the development and implementation of the Port's broad organizational goals and objectives. The individual serves as the Port's liaison with the community, Port Commissioners, public and elected officials, federal, state, and local agencies, tribes, and the media.

ESSENTIAL JOB FUNCTIONS:

1. Work with the CEO and Commissioners to implement the Port's strategy, goals, and objectives, and work with the staff to accomplish workplans;
2. Serve as a primary liaison, alongside the CEO, with the community, Commissioners, elected and public officials, federal, state, and local agencies, tribes, and various media outlets;
3. Manage bi-annual marketing budget;
4. Develop creative content for all advertising;
5. Plan and coordinate Port public events;
6. Ensure that all oral and written communications, both internal and external, are timely, accurate, polished, professional, dependable, and consistent with the Port's role, goals, objectives, policies procedures, grants, permits, licenses, agreements, and legal requirements;
7. Create and present accurate, transparent presentations, reports, newsletters, press releases, social media posts, and other written or graphic materials aimed at promoting the Port's goals and objectives with elected officials, agencies, as well as the community and media;
8. Develop and maintain the Port's relationships with community members, the media, partners, agencies, governmental entities, grant providers, and others associated with the Port works;
9. Identify and collaborate with other entities to meet the goals of the Port and the broader community;
10. Advocate for the Port and the community at local, state, and national levels;
11. Represent the Port as a participant in local, regional, statewide, and national organizations and associations;
12. Attend and represent the Port at community meetings and programs, as well as national or regional trade shows;
13. Identify federal and state funding opportunities for various Port projects;
14. Research, write, apply for, manage, and report on funding and grants;
15. Serve as a liaison to grant providers and federal and state agencies for construction and other projects;

16. Work with experts and vendors to develop and complete Port projects;
17. Communicate relevant items to the CEO for consideration;
18. Develop and implement the Port's marketing and public relations strategies;
19. Manage the development, maintenance, and content of Port's websites , social media platforms and speech and meeting presentations;
20. Utilize a personal or Port-provided vehicle to attend meetings, events, and perform work at various Port-owned or managed sites and other locations, as necessary to fulfill Port responsibilities, including assignments that may arise on short notice; and
21. Contribute to and promote the Port's collaborative servant leadership culture and encourage a supportive environment for professional development throughout the organization.

OTHER JOB FUNCTIONS: This job description is not intended to be all inclusive. Duties, responsibilities, and activities may change at any time with or without notice. All personnel may be required to perform duties outside their normal responsibilities to meet the need of the Port. Each day's demands vary based on weather, customer demand, tenant activity, and weekly, monthly and seasonal fluctuations.

WORK HOURS: In general, working hours are consistent with normal business hours and days of the week. Working hours for this position may also occasionally include travel as well as some evenings and weekends for attendance at Port Commissioner meetings, public forums, or other Port related events.

WORK ENVIRONMENT: Work is performed primarily in an office setting and occasionally in an outdoor setting (ground breakings and ribbon cuttings). On a routine basis, the individual is required to drive to and from the various Port locations and other locations while conducting work. Travel by other means may be required on an occasional basis as well.

PHYSICAL DEMANDS: The job requires light to moderate physical activity, with occasional heavy duties, to include, without limitation: concentration, written, verbal, math, and computer skills, the ability to work rapidly and attend to routine and varied duties, vision, accuracy, and fine manipulation. May need to carry boxes, props, and supplies for Port office, trade shows, and events. Exertion of up to 50 pounds of force or the ability to carry that amount is required occasionally, as well as the ability to walk, ascend and descend stairs. An employee in this role must be seated and/or stand frequently.

MINIMUM QUALIFICATIONS: The equivalent of a bachelor's degree from an accredited college or university with major course work in marketing, communications, public relations, business, or other related discipline. Alternatively, a minimum of ten (10) years of progressively responsible experience involving communications, marketing, public relations, or public administration; preferably in a municipal setting. An equivalent combination of education and experience that provides sufficient evidence of the successful performance of the essential elements of the job, such as those listed above, will also be considered.

LICENSES, CERTIFICATIONS, OR OTHER REQUIREMENTS: A valid Washington State Driver's License and proof of vehicle insurance are required and an essential job function for this position.

REQUIRED COMPETENCIES:

1. Clear, concise, and effective oral and written communication with the general public, Commissioners, other elected officials, agency representatives, grantors, contractors, and the media;
2. Grant writing experience;
3. Project management skills;
4. Ability to compile and interpret relevant data and generate reports, including visuals and graphics;
5. Proficiency in Microsoft Office suite, including Word, Excel, Outlook, PowerPoint, as well as social media and content management programs, necessary for effective communication. project management, and data tracking/reporting;
6. Knowledge of the community and political climate of the area served by the Port;
7. An understanding of the legal and policy standards that define the Port's powers and duties;
8. Strong problem solving skills;
9. Knowledge and experience in organizational development and management.
10. Keen observation skills; and
11. Attention to detail, accuracy, thoroughness, and diligence.

This job description has been approved by:

CEO: _____
Tim Arntzen

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

I, _____, acknowledge that this job description accurately describes my position, status, essential functions and duties, and qualification requirements. I further acknowledge that based on my duties and compensation, I am exempt from minimum wage and overtime provisions of the law.

Employee: _____ Date: _____