

Minnesota Medical Association

Job Description

Job Title:	Manager of State Legislative Affairs
Reports to:	Sr. Manager of Lobbying & Legislative Affairs
Date:	August 2025
Purpose Statement	
This position is responsible for working to advance the Minnesota Medical Association’s legislative agenda through direct lobbying of Minnesota legislators, legislative staff, and members of the executive branch.	
Key Result Areas	
1.	<p>Represent the MMA before the Minnesota Legislature, the executive branch, and other legislative stakeholder groups.</p> <ul style="list-style-type: none"> • Influence legislators and legislative staff through direct lobbying. • Attend and monitor legislative hearings. • Review health-related and other relevant legislation introduced in the Minnesota Legislature. • Draft testimony and legislative issue briefs as needed • Testify on issues that are important to the MMA.
2.	<p>Engage in strategic discussions related to the MMA’s legislative and advocacy activities.</p> <ul style="list-style-type: none"> • Provide staff and leadership with timely updates and insights on legislative and political developments. • Inform development of the MMA’s advocacy agenda and related legislative advocacy work. • Understand the political and membership ramifications of specific policy positions the MMA may take. • Understands and informs MMA staff and leadership on the political implications and feasibility of legislative initiatives. • Assist with policy development and MMA committee work as assigned.

3.	<p>Engage MMA members in legislative and political processes.</p> <ul style="list-style-type: none"> • Identify opportunities for outreach and programming to build MMA grassroots capacity. • Educate MMA members and key stakeholders about the legislative process. • Assist with member engagement programs, including scheduling meetings at the Capitol with legislators and association leaders, coordinating meetings with association members and legislators in legislators' home districts, and assisting specialty societies in developing their legislative contact programs.
4.	<p>Provide professional and effective lobbying/monitoring services via contractual requirements representing other physician organizations as assigned.</p> <ul style="list-style-type: none"> • Direct the legislative activities for assigned organizations. • Provide strategic advice to leaders of the contracting organizations. • Write legislative communications necessary to keep the contracting organizations informed on the legislative priorities of that organization.
5.	<p>Provide overall direction of MEDPAC to increase physician membership and raise money for political action.</p> <ul style="list-style-type: none"> • Direct fundraising and candidate endorsement activities for MEDPAC. • Develop promotional materials for MEDPAC. • Ensure timely and accurate completion of required regulatory reporting.

Job Specifications

Education and Experience

Bachelor's degree in political science, public affairs, or other related field required with at least 3+ years of lobbying and 5+ years of legislative experience, or a combination of education and experience providing equivalent knowledge. Experience with healthcare policy/legislative issues preferred.

Knowledge, Skills, and Abilities:

- Knowledge of the legislative process
- Knowledge of lobbying and grassroots concepts
- Knowledge of politics and the political process
- Knowledge of political action committees
- Knowledge of Minnesota healthcare market and policy preferred
- Knowledge of non-profit organizations or associations desirable
- Knowledge of and skill in using personal computers and related software including Microsoft Office applications
- Skill in strategic thinking

- Skill in building and maintaining relationships with legislators, legislative staff, other interest groups, MMA members, MMA board members, and MMA committee members.
- Skills in fundraising
- Skill in problem solving including the ability to identify and appropriately evaluate alternatives
- Skill in writing, speaking and making presentations
- Ability to collaborate with others in a team-oriented environment
- Ability to remain calm in stressful situations
- Ability to make effective decisions and execute a course of action
- Ability to negotiate by collaborating with others to arrive at a conclusion using compromise, persuasion, rationale, and diplomacy
- Ability to analyze and interpret legislative language, determine its impact to the organization, and make recommendations for appropriate action
- Ability to contact members to ask for engagement and PAC support