

Raleigh, North Carolina, is seeking leaders to join our team as

# Intergovernmental and External Affairs Manager



Raleigh



*The City of Raleigh is recruiting for its first Intergovernmental and External Affairs Manager. As the State Capital, a regional and economic leader, and with rich community partnerships, the Intergovernmental and External Affairs Manager will support the City to represent its policy interests while building community partnerships and intergovernmental relationships at all levels.*



# About the Raleigh Community

The City of Raleigh, founded in 1792, is the second largest city in North Carolina. It's both the county seat of Wake County (the largest county in North Carolina) and the capital of the state.

Driven by a strong economy and an outstanding quality of life, Raleigh is consistently ranked among the nation's best places to live and operate a business. Sustained population growth has created new development opportunities in Raleigh. The City has made strategic investments into new operational facilities, parks, transportation, transit, and affordable housing and is completing plans for a new consolidated Civic Campus. Similarly, reform of development standards has allowed more urban, transit focused development and more diverse housing types to encourage housing choice and affordability.

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## Community Demographics

- Population growth: 467,655 in the 2020 Census (481,900 is the current estimate), up from 291, 141 in the 2000 Census.
- Educational attainment: 54.33 % received their bachelor's degree or higher
- Median household income: between \$60,000 and 75,000
- Median home price: \$410,500
- Unemployment rate: 2.9%

For more information about the City of Raleigh, please see our [“Welcome to Raleigh”](#) video. Also, learn about [national recognitions for the City.](#)

# Form of Government

The City of Raleigh operates under a charter-mandated Council-Manager form of government. The City is governed by a Mayor and seven Council members, with the Mayor and two Council members elected at large and the remaining five Council members elected from five districts within the City. The Mayor and Council members each serve two-year terms, and all have an equal vote.

The City Council establishes policies, enacts ordinances, approves the City budget and appoints the City Manager, City Attorney and City Clerk. The Manager administers the daily operations and programs of the City through the department directors, other staff members and employees with the assistance of four Assistant City Managers.

The City Council is currently evaluating changes to extend the length of City Council terms.



## Intergovernmental and External Affairs Framework and Opportunities

The Intergovernmental and External Affairs Manager will report directly into the City Manager's Office and will collaborate closely with the City Attorney's Office in developing the City's legislative agenda and legislative policy manual, to monitor legislative impacts and opportunities, and to coordinate the work of contracted partners. The work of the Intergovernmental and External Affairs Manager's work will be informed by the City's Strategic Plan; Comprehensive plan; adopted plans and departmental priorities; and legislative priorities of partner organizations including the National League of Cities; North Carolina League of Municipalities, Metro Mayors, and professional organizations. The successful candidate will also cultivate regional and local relationships including government, education, healthcare, and non-profit and business.

Lead or supervisory responsibilities could be assigned in the future.

# Key Job Responsibilities

- Supports Intergovernmental Relations activities and services, including assisting in the development and implementation of goals, objectives, and priorities.
- Serves as a liaison; develops and enhances positive, effective relationships with other levels of government, agencies, and elected officials.
- Coordinates, develops, and assists with strategies on legislative and regional issues in collaboration with internal and external stakeholders.
- Identifying and coordinating opportunities for intergovernmental grants or revenues.
- Maintains awareness of legislative activities affecting City operations and the potential impact on City operations; tracks State and Federal legislation; anticipates legislative issues and identifies opportunities to influence policy and decisions to best meet the needs of the City and the City's residents.
- Helps develop policy positions on government affairs and legislative issues, consistent with protocols that will be developed by the Intergovernmental Relations Coordinator and endorsed by the Raleigh City Council.
- Coordinates and provides consistent visibility and support to Intergovernmental visits.
- Represents the City of Raleigh at key community and business events to increase the City's visibility and relationships.
- Performs a variety of activities to support the City Manager, City Attorney, and the City Council including drafting politically sensitive correspondence and presentations.



## Candidate Profile

The ideal candidate will have experience in large, municipal setting with the Council Manager form of government with a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business, Political Science, History, or related field, plus seven (7) years progressively responsible professional experience in Federal, State, or municipal governmental affairs, three (3) years of which were in a lead or supervisory capacity. The successful candidate will be able to demonstrate:

- **Political Savvy** - Ability to exhibit confidence and professional diplomacy while effectively relating to people at all levels internally and externally. Ability to establish and maintain relationships with elected officials and respective staff at the state and local levels. Knowledge of local/regional/state media, community leaders, governmental bodies, and elected officials.
- **Exceptional Leadership** - A leader who uses judgement to handle community concerns and has sharp problem-solving skills with the ability to build quality interpersonal relationships throughout the city with diverse communities.
- **Communicates Effectively with an Equity Mindset** - Ability to manage diversity, understand inclusion, and work with diverse communities and populations to build constructive and effective relationships, and convey and receive information.
- **Community Collaborator** - Has experience in presenting complex strategies to internal and external stakeholders on projects and programs that may include public outreach, City Council updates, and program implementation. Demonstrated ability to deal with sensitive, confidential, and complex government issues.

## Compensation and Benefits

The City of Raleigh plans to offer a competitive salary commensurate with the successful candidate's qualifications and experience. When you join the City of Raleigh's work family, your benefits are an important part of your "total rewards." The City provides a comprehensive benefits package as part of the total rewards program to support employees through important events in their life, to enhance their life outside work, and to help them plan and prepare for the future. The City also participates in the North Carolina Local Governmental Employees' Retirement System (NCLGERS). Application and Selection Process Qualified candidates should submit their cover letter and resume online by visiting our website at [www.governmentjobs.com/careers/raleighnc](http://www.governmentjobs.com/careers/raleighnc). This position will remain open until Oct. 19, 2024. Following this date, applications will be screened against criteria outlined in this brochure. Interviews with the City of Raleigh will be offered to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' consent.





Raleigh

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For more information about Raleigh, please visit:

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