



Title: Legislative Affairs Manager

Department: Executive Office & Governance

Business Unit:

Reports to: Vice President, Legislative & External Affairs

FLSA: Exempt

Pay grade: 5

Last updated: 05/2026

Position Summary

The Legislative Affairs Manager serves as a liaison between the Michigan Economic Development Corporation (MEDC) and Michigan's legislature, advocating for the MEDC's legislative priorities and statewide economic development initiatives. This role supports the MEDC's annual budget process and plays a key part in shaping and advancing government programs aligned with the organization's mission. The Manager maintains strong relationships with the Governor's Office, legislators, and legislative staff, assisting with committee hearings and other legislative functions. Additionally, the Manager leads legislative communications by identifying and engaging legislative offices & staff, monitoring policy developments, and ensuring timely, strategic responses to legislative changes that impact the MEDC and the state.

Position Progression

Title	Pay Grade	FLSA
Legislative Affairs Manager	5	Exempt

Principal Duties and Responsibilities

These duties and responsibilities are judged to be "essential functions" in terms of the Americans with Disabilities Act or ADA. The below statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Title	Principal Duties and Responsibilities
Legislative Affairs Manager	• Executes Legislative Affairs team strategies to facilitate the passage of legislation critical to the MEDC's mission such as the creation or modification of existing economic development tools and amendments to specific acts; directs MEDC's effort to ensure legislative support and approval of bills that the MEDC has been designated to lead by the Governor's office. • Manages MEDC's legislative communication efforts to ensure the legislative awareness of MEDC activities and approval of the MSF annual budget. • Enacts the MEDC executive team's strategy to identify key budgetary programs, initiatives and innovative economic development tools in order to create and implement related legislative strategies. • Partners with the VP, Legislative & External Affairs to ensure that the MEDC executive team is fully informed of legislative relations



Title	Principal Duties and Responsibilities
	issues and their impact to the MEDC, including creating formal written analyses and recommendations, scheduled general updates, summaries of legislative activity. • Maintains positive relationships with Michigan’s congressional delegation and other legislative staff via written communication, participation at events, etc. • Researches, analyzes and monitors pertinent legislation and policy issues impacting the MEDC and the business community; ensures MEDC executive team members are informed of potential impacts of proposed legislation. • Collaborates with the VP, Legislative & External Affairs to develop and maintain relationships with the most influential and primary state government lobbying firms. • Attend meetings and hearings on behalf of the MEDC and articulate the programs and positions of MEDC when the VP of Legislative Affairs is not able to do so and serve as the representative for the MEDC at formal/official events and functions. • Promotes and publicizes, in coordination with VP, Legislative & External Affairs, the MEDC through presentations and participation at conferences, stakeholder meetings and panels. • Assist legislators and legislative staff with legislative and constituent issues concerning economic development, community development, etc. • Performs other related duties as directed.

Supervisory Responsibilities:

No supervisory responsibilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently remains in a stationary position and operates or handles computers and office equipment, including copy machines and cell phones. Occasional standing, walking, reaching, or bending may be required. The employee must be able to communicate information and ideas effectively to ensure understanding and facilitate the exchange of accurate information. The ability to perceive, process, and interpret information in various formats is required to perform essential job functions. Specific vision abilities required include close vision and the ability to adjust focus, especially when working on a computer screen and with small numbers.

Travel Requirements

Occasional travel may be required with occasional overnight stays.



Work Environment:

The noise level in the work environment is usually quiet. In-office work is required for this position, in accordance with organizational work assignment policies.

Employment Qualifications

The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

Education:

This position requires a bachelor's degree from a four-year college or university in Political Science, Communications, Business, or a related field.

Experience:

Title	Experience
Legislative Affairs Manager	Five years of related experience. Experience working with state legislative processes, including drafting legislation and the legislative budget process, public speaking, and/or experience in economic development or local government; or equivalent combination of education and experience.

Certificates, Licenses, or Registrations:

None required.

Other Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to read, analyze, and interpret legislation, bill drafts legal and contractual documents, and financial reports.
2. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
3. Ability to define problems, collect data, establish facts and draw valid conclusions.
4. Ability to deal with a variety of abstract and concrete variables and be nimble with shifting legislative priorities.
5. Ability to function with keen attention to detail.
6. Ability to function with strong written and verbal communication skills.
7. Ability to write reports, business correspondence and assist with legislative reporting.
8. Ability to effectively present information to legislators, executive management, public groups, and/or boards of directors.
9. Ability to write legislative testimony and articles for publication that conform to prescribed style and format.
10. Ability to effectively use common business computer software such as word processing, spreadsheet, and presentation software.