



**CALIFORNIA ATTRACTIONS AND PARKS ASSOCIATION (CAPA)  
EXECUTIVE DIRECTOR POSITION**

The California Attractions and Parks Association (CAPA), was founded in 2004 as a trade organization representing the theme, amusement and water park industry in California. CAPA's focus is exclusively on legislation, regulation and litigation issues that are important to the permanent theme park industry. The sole CAPA employee is the Executive Director, whose efforts are focused on forming political coalitions, leveraging the legal, political and operational talent of its members, and supporting or opposing relevant legislation and regulation.

**The Executive Director responsibilities include:**

- Advocating for CAPA with legislators, staff, Governor's office and regulatory agencies
- Tracking and analyzing relevant legislation and regulations
- Attending/testifying at regulatory/legislative hearings and committee meetings
- Regular interface with Department of Occupational Safety and Health (DOSH)
- Attending coalition strategy sessions and meetings
- Representing CAPA at partner association and other miscellaneous events and meetings
- Managing outside consultants per board agreed contracts
- Coordinating legislative visits for Association members
- Responding to members' needs and requests
- Coordinating CAPA social events and receptions
- Managing CAPA budget
- Scheduling, programming and managing quarterly board meetings (including one general membership meeting)
- Providing annual correspondence to general membership regarding CAPA activities, priorities and accomplishments
- Providing weekly/monthly conference calls or email updates to board members focusing on legislative and regulatory issues
- Maintain and build CAPA membership
- Ability to effectively communicate verbally and in writing to various constituencies
- Fulfilling any other duties and obligations as may be required or assigned
- Position requires some travel

The Executive Director reports directly to the Executive Committee and to the Board at large

**Qualifications:**

- Minimum 8 years serving on legislative staff, as a Capitol lobbyist, in-house government relations professional or equivalent experience
- This position requires registration as a lobbyist in the state of California and adhering to all rules and regulations as required
- This position is based in Sacramento, California

**Additional Information:**

- Resumes must be submitted no later than Friday, April 27
- Submit resume to CAPA Chairperson Kris Reyes at [pr@beachboardwalk.com](mailto:pr@beachboardwalk.com)