

Independent Contractor Opportunity – Government Relations and Lobbying Services

Utah Association of Special Districts

The Utah Association of Special Districts (“UASD”) is a statewide membership association comprised of special districts and special service districts throughout Utah. These districts are independent local governmental entities and political subdivisions of the state of Utah that provide essential public services including fire protection, mosquito abatement, water, sanitary sewer, and cemetery maintenance, to name a few, across the state. UASD supports and advocates for its member districts through legislative advocacy, training, education, and coordination with public officials and districts statewide.

UASD is seeking proposals or statements of interest from qualified individuals to provide government relations and legislative advocacy services during the annual 45-day General Session of the Utah Legislature and throughout the interim period. This engagement provides an opportunity to represent and advocate on behalf of special districts and special service districts throughout Utah.

The selected independent contractor will work closely with UASD leadership throughout the year to monitor legislation, attend committee hearings and meetings at the Utah State Capitol, engage with legislators and stakeholders, and support UASD legislative and member-service efforts. The engagement will involve a combination of in-person and remote services, including a significant in-person presence during the 45-day Utah Legislative General Session, during interim legislative meetings and sessions, and during the UASD’s annual member convention each November.

Scope of Services

The selected independent contractor will be expected to provide government relations and legislative advocacy services that may include the following:

- Serve as a registered lobbyist on behalf of UASD during the annual General Session of the Utah Legislature and any special sessions that may be held throughout the year, including maintaining a full-time presence at the Utah State Capitol during the 45-day General Session
- Collaborate closely with the UASD Executive Director to advocate for and represent the interests of the more than 400 special districts and special service districts in Utah throughout the year by providing training, advising and assisting individual districts, and otherwise engaging in one-on-one issues that may arise for member districts during the year
- Monitor legislation, attend committee hearings and legislative meetings, and engage with legislators, governmental entities, member districts, and other stakeholders, year round
- Represent UASD during interim committee meetings at the Utah State Capitol, generally held during May, June, August, September, October, and November and lasting one to two days per month

- Participate with the UASD Convention Committee in planning and facilitating the annual convention, including attending planning committee meetings, generally occurring monthly from April through October (typically 1-2 hour meetings, which may be in person or remote)
- Attend monthly UASD board meetings and serve as Secretary to the Board of Trustees
- Attend and participate in the two-and-a-half-day UASD annual convention each November

Desired Experience and Qualifications

UASD is seeking a qualified individual with experience in government relations, legislative advocacy, public policy, local government, or related fields. Experience working with Utah government entities, the Utah Legislature, or Utah public-sector organizations is strongly preferred. Desired qualifications and experience include:

- Bachelor's degree required
- Experience in government relations, lobbying, public policy, local government, or related work
- Working knowledge of the legislative process
- Existing professional relationships with local and state lawmakers strongly preferred
- Excellent written and verbal communication skills
- High level of professionalism, judgment, integrity, and reliability
- Ability to work independently, manage competing priorities, and operate effectively in a fast-paced, high-stakes environment

Independent Contract Engagement Structure

- This engagement is intended to be structured as an independent contractor relationship and not an employment position
- The selected contractor will not be eligible for employee benefits through UASD
- Compensation will be determined by the UASD Board of Trustees and finalized through a professional services agreement to be negotiated with the selected contractor, but is anticipated to consist of a recurring monthly payment throughout the year for ongoing government relations and legislative advocacy services
- UASD may evaluate whether to transition this independent contract relationship into an employee position in the future based on organizational needs and available funding
- Anticipated Contract Start Date: August 1, 2026

Anticipated Service Commitments

- Full time, in-person presence during the 45-day General Session of the Utah legislature
- Attendance at legislative interim committee meetings at the Utah State Capitol, generally held during May, June, August, September, October, and November
- Participate in monthly UASD Convention Committee meetings, generally occurring from April through October and conducted in person or remotely

- In-person participation in the planning, coordination, and facilitation of the annual UASD Convention held each November
- Attendance at monthly UASD Board of Trustees meetings (location rotates throughout the state, in person is preferred but virtual attendance may be an option) and serve as Secretary to the Board of Trustees which includes taking minutes and providing reports of monthly activities
- Other ongoing year-round availability to support UASD legislative, member-service, and government relations efforts, with flexibility for a combination of remote and in-person work as needed. Number of hours expected will vary from month-to-month, but may be minimal outside of the 45 day annual General Session of the Legislature

Submission Requirements

Interested individuals should submit the following materials for consideration:

- Resume or curriculum vitae
- Brief statement of interest describing the respondent's experience with government relations, legislative advocacy, local government, or related public-sector work, and ability to provide the services described in this solicitation
- Description of any current or prior experience working with Utah governmental entities, the Utah Legislature, or Utah public-sector organizations
- Proposed compensation structure or compensation expectations, if available

Submission materials should be sent to uasd@uasd.org with the subject line: "Government Relations and Lobbying Services Submission"

Priority consideration will be given to submissions received by June 15, 2026. The solicitation will remain open until the engagement is filled.

UASD reserves the right to request additional information, conduct interviews, and negotiate the scope and terms of services with selected respondents.