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| **Job title** | *Government Affairs Director*  |
| **Job Family** | *Management*  |
| **Reports to:** | *Chief Executive Officer*  |
| **Supervises:** | *N/A* |
| **Classification:** | *Full-Time, Exempt* |

**Job Purpose**

The Government Affairs Director or GAD is responsible for managing and administering local governmental affairs activities for the association, in support of the real estate industry. This position includes coordination with both the National Association of REALTORS® and the NC REALTORS®.

**Duties and Responsibilities**

REALTORS® Commercial Alliance Southeastern North Carolina (RCASENC):

* Is primary staff lead, providing support by organizing BOD meetings, committees, developing agendas/minutes with RCA President.
	+ RCA Property Information Committee
	+ RCA Brand Development and Communications
	+ RCA Professional Development and Networking
* Supports Officer and BOD election/election process.
* Manages RCA annual, quarterly, and monthly events i.e., meetings, community engagement efforts, continuing education, orientation, strategic planning, website development, and travel for officers.

Committee Liaison:

* Staff liaison to the Governmental Affairs Committee & secondary liaison to RCASENC committees as assigned.
* BASE liaison:
	+ Coordinate on issues of mutual interest including communication, messaging, and position development of those issues.
	+ Collaborate on political/candidate events that benefit the members.
	+ Support CFR appointed liaison to BASE.
* Works with the chair to set agendas, invite guest speakers, and educate the committee.
* Work with committee to identify issue priorities, action strategies, and develop minutes.
* Updates the committee on federal and state collaborative efforts. strategies, and codify minutes.

REALTOR® Political Action Committee (RPAC)/Candidate Selection Task Force (CSTF):

* Staff liaison to the RPAC Committee and Candidate Selection Task Force.
* Develops a plan for reaching RPAC investment goals.
* Executes plan and ensures compliance with state and federal law.
* Works with the CSTF to identify candidates for support and funding.

Lead Advocate/Strategic Support:

* Based on issue priorities, leads advocacy efforts on behalf of the association on a local level.
* Works directly with lawmakers and regulators to monitor issues and educate them on association positions.
* Provide strategic support to the association.

National/State Connection:

* Collaborates with NAR/NCR on both federal candidates and issues.
* Collaborates with the state association on both state candidates and issues.

REALTOR® Party Efforts:

* Supports Calls for Action, writes grants for Smart Growth, Housing Opportunity, Broker Involvement, Placemaking, and Issue Mobilization funding.
* Encourages participation in and manages the Broker Involvement program and uses the Land Use Initiative to review local ordinances.

Coalitions & Community:

* Builds local relationships to assist in furthering issue priorities.

Education:

* Writes articles for the newsletter, blog, and uses other communication modes to educate the members about advocacy efforts and supported candidates.

Branding:

* Coordinates with the communications/marketing director to secure earned media for advocacy related issues.
* Builds positive relationships with local media contacts.

Administration:

* Maintains department files and serves as key contact for staff relating to government affairs activities.

Core Standards:

* Assists CEO to ensure related NAR Core Standards are achieved annually.

**Supervisory Responsibilities**

* None

**Financial Responsibilities**

* Writes grants to secure annual funding/support for community and advocacy efforts.
* Manage Association-related budget items and programs.
* Assists CEO with budget for governmental affairs, and related activities.

**Required Skills**

* Attention to detail and extremely organized.
* Strong presentation skills.
* High degree of integrity and ethical standards.
* Excellent written and verbal communication skills.
* Ability to use logic and reasoning to identify the strengths and weaknesses of alternative. solutions, conclusions, or approaches to problems.
* Ability to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
* Able to convey information effectively.
* Keeps up-to-date technically and applies new knowledge to job.
* Communicates with people outside the organization, representing the organization to customers, the public, government, and other external sources

**Essential Soft Skills**

* Emotional Intelligence
* Interpersonal skills
* Influencer
* Adaptability
* Integrity
* Dependability
* Business Etiquette

**Required Technology**

* Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, and Teams.
* Distance learning and meeting platforms
* Knowledge of MLS system

**Education and Experience**

* 3-5 years’ experience in governmental affairs, issues management and political affairs
* Prior Real Estate experience is preferred
* Bachelor’s degree is preferred
* Event management experience is preferred

**Physical Requirements**

* Ability to walk, stand, and sit (including on the floor) for long periods of time
* Must be able to lift and carry supplies weighing up to 20 pounds
* Ability to stand or sit while maintaining alertness for several hours at a time
* Position may require bending, leaning, kneeling, and walking
* Ability to speak concisely and effectively communicate
* Ability to view/enter data for long periods of time.

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| **Approved by:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |