

Position Title: Government Affairs Director

FLSA Status: Full-time, Exempt

Reports To: Executive Officer

Primary Purpose:

Serves as coordinator for all Association activities in the legislative, governmental and political arenas as directed by the Board of Directors, Executive Committee, Government Affairs Committee and the Executive Officer (EO); Protects the interests of the Association members and the real estate industry in legislative matters on the local, state and national levels; Works to establish Upstate Alliance of REALTORS® (UPSTAR) as the voice for residential and commercial real estate in Northeast Indiana; Serves on external boards or committees in the areas of public policy, economic development and community relations.

Duties and Responsibilities:

- Acts as the staff member contact for all legislative committees, including Government Affairs Committee, RPAC Board of Trustees, and any legislative task forces that may be appointed as necessary by the Association. Staff responsibilities include coordinating meetings, distributing notices, preparing agendas, reminder calls to GAC members regarding committee meetings, coordinating with committee Chair Person and members, taking and distributing minutes from all committee meetings.
- Coordinates the UPSTAR Candidate endorsement process through election season.
- Coordinates, schedules and facilitates UPSTAR in quarterly meetings with Mayors and Council Members. Makes reminder calls, assists with agendas, takes notes and disseminates after meetings. Acts as the common thread of knowledge, recruits and rallies team members for greater participation.
- Tracks legislation of importance to the real estate community on the local, state and national levels, coordinates with leadership and staff at UPSTAR on legislative issues, develops UPSTAR policy positions for adoption by the Governmental Affairs Committee and Board of Directors.
- Keeps members informed of legislative issues of importance to their business and community, reports to the Governmental Affairs Committee, Board of Directors, Executive Officer and membership on these issues.
- Coordinates members' involvement, when necessary, on issues of importance.
- Organizes members to respond to specific calls to action on local, state and national issues.
- Coordinates efforts of UPSTAR RPAC Board of Trustees, including researching candidates requesting funding from state RPAC, working with Trustees to create candidate questionnaire and/or interview process for candidates requesting funding.
- Coordinates any events involving RPAC.
- Attends members' events, when requested, to educate members on legislative issues, RPAC, etc.
- Serves as contact person between UPSTAR and local area governing bodies, develops effective working relationships with area elected officials and staff, and other entities.
- Coordinates UPSTAR alliances with other trade associations, interest groups and community and corporate entities on issues of common concern.
- Attends legislative functions on behalf of UPSTAR as requested by GAC Chair or EO.

- Monitors agendas of governing bodies in Northeast Indiana.
- Attends meetings of governing bodies when necessary, and coordinates members' attendance at hearings.
- Prepares written testimony for members to present at local hearings on issues of importance to UPSTAR and testifies on issues when appropriate.
- Encourages members' political involvement, assists members in obtaining appointments on governing boards and commissions.
- Attends UPSTAR, IAR and NAR meetings as requested, especially legislative committee meetings.
- Keeps Association President, Government Affairs Chair, and EO apprised of issues and serves as spokesperson for the Association on legislative issues in their absence.
- Develops and maintains Governmental Affairs web page on UPSTAR's website to provide members' access to updated information.
- Performs any other duties as may be assigned by the EO.

Background Requirements / Other Characteristics of the Position:

- Good written and verbal communication skills.
- Ability to present effective written and verbal arguments to both allies and opposition.
- Experience in and knowledge of legislative process on local, state and federal levels.
- Positive attitude, ability to interact well with members, legislators, staff, and ability to represent the Association and real estate industry.
- Management abilities helpful, able to coordinate member activities; work well with fellow staff members, etc.
- Must be self-directed, able to identify projects, develop strategies to conduct projects, and see projects to completion.
- Position may require attendance at evening/weekend meetings, and occasional travel to relevant training sessions and/or Association events.
- May be asked to assist fellow staff members in other projects as well.
- Bachelor's degree or 5 or more year's recent business experience or equivalent combination of education and experience.
- Strong background in or knowledge of real estate industry, lobbying or legislative field strongly preferred.
- Prior association experience is a plus.

NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.