**LONG ISLAND BOARD OF REALTORS®**

**POSITION DESCRIPTION**

**VICE PRESIDENT GOVERNMENT AFFAIRS**

(Executive Exemption)

**SUMMARY:**

Leads all LIBOR state and local advocacy activities in order to increase member participation in policy, advocacy, and the political process. Monitors activity of local governments and disseminates policy briefs, fact sheets and related materials and oversees implementation of advocacy strategies.

**REPORTING RELATIONSHIP:**

Reports directly to Chief Executive Officer

**RESPONSIBILITIES/TASKS:**

Serves as key policy advisor to the Board of Directors on legislative and regulatory issues, maintaining a non-partisan posture.

Develops and implements Government Affairs programs including:

* + Liaison to LIBOR Legislative Committee and related committees
  + Plan and Coordinate LIBOR Legislative/RPAC Events
  + Annual Plan for Achieving RPAC and Call For Action Goals
  + Oversees Candidate Interviews and funding request process
  + Presents Government Affairs updates to Chapters, Divisions and membership

Develops and manages budgets for the Government Affairs Department.

Works with staff and members to document background and positions on state/local public policy. Monitors state and local government activity on issues related to the real estate community.

Monitors and tracks legislative & regulatory issues related to the real estate industry.

Prepares an annual report summarizing legislative/governmental activities the association has been monitoring.

Develops and cultivates relationships with business coalitions and advocacy organizations working on similar public policy issues. Serves on various ad hoc groups and/or coalitions, as necessary.

Serves as lobbyist for the association with NYS, NYC, and, Nassau and Suffolk Counties.

Prepares speeches, public testimony and position papers for leadership and other members as needed.

Develops grassroots program to educate and mobilize members on issues of importance to their industry including increasing participation with the Broker Involvement Program (BIP).

Instruction of staff and volunteers on proper RPAC fundraising and reporting regulations and restrictions. Administers the disbursement of RPAC contributions in compliance with all local, state and federal law. Coordinates with the Accounting Department on state PAC reporting.

Utilizes NAR/NYSAR and community grant opportunities to further LIBOR’s mission and strategies.

Coordinates meetings with elected representatives at the local, state and federal level annually as part of state and national Legislative/Lobbying meetings. Attendance at state and national conferences is required as well as local travel.

Ensures Core Standards covered by Government Affairs Department are achieved annually.

Supervises department staff in the areas of Government Affairs and RPAC Fundraising. Responsible for evaluating and managing department staff.

Other duties as assigned.

**SUPERVISORY:**

Government Affairs Director(s)

RPAC Fundraiser

**EDUCATION REQUIREMENTS:**

Bachelor Degree in Political Science

**EXPERIENCE:**

Seven to twelve years of experience with a strong background in local and state government

**SKILLS/KNOWLEDGE/ABILITIES:**

Excellent management, communications and presentation skills

Solid knowledge of the New York legislative process

Superior interpersonal skills for work with committee volunteers

Solid research and writing skills for preparation of position papers, speeches and public testimony

Planning organizational skills for oversight and implementation of legislative and political affairs programs