

C. Quarterly/Annual Tasks/Responsibilities

- Review and update goals as needed.
- Attends GAD Institute, SCR and NAR meetings (as required), especially legislative committee meetings
- Organize and implement an annual fundraising campaign for the REALTORS® Political Action Committee (RPAC). Track all RPAC contributions. Work closely with Finance department to ensure proper tracking and reporting to SCR.
- Develop and monitor departmental budget; implement legislative and political activities for the Association in accordance with the Association's Strategic Plan, Public Policy Guide and approved budget.

D. Program Tasks/Responsibilities

Program tasks are not related to a specific daily, weekly, monthly, or yearly time frame. These tasks are ongoing and overlap according to the program schedule. It is possible to be involved in any aspect of all tasks according to program needs.

- Track legislation, ordinances and regulations important to the real estate community on the local, state and national levels, coordinate with leadership and staff at SCR and NAR on legislative issues, help develop policy positions for adoption by the Legislative Committee and Officers & Directors.
- Coordinate CCAR alliances with other trade associations, interest groups and community and corporate entities on issues of common concern.
- Establish Regional grassroots network of members to promote issues; strengthen Legislative presence.
- Coordinate efforts of CCAR Candidate Screening committee, including researching candidates requesting funding from local RPAC, working with committee to create candidate questionnaire and/or interview process for candidates requesting funding.
- Coordinate all grant opportunities with staff to best utilize NAR REALTOR® Party resources.
- Attend legislative functions on behalf of CCAR; include Legislative/RPAC Committee chair and vice chair as needed.
- Represent CCAR at all events supporting local, state and nation officials; include Legislative Chair and Vice Chair when appropriate.
- Coordinate with Communications Department & IT a public and member Governmental Affairs web page on www.CCARSC.org to provide access to updated information. Develop and disseminate political communications to the membership, public and media.
- Monitor and report vacancies in government and provide recommendations regarding appointments.
- Track elected and appointed REALTOR® public officials and encourage and assist qualified REALTORS® to hold elected and appointed positions in government.
- Attend all CCAR Events and assist when needed as a CCAR team member.
- Performs any other duties as may be assigned by the CEO.

BACKGROUND REQUIREMENTS/OTHER CHARACTERISTICS OF POSITION

1. Good written and verbal communication skills,
2. Experience in and knowledge of legislative process on municipal, state and federal levels.
3. Positive attitude, ability to interact well with members, legislators, staff, ability to well represent the Association and real estate industry,
4. Management abilities helpful, need to coordinate member activities, work well with fellow staff members, etc.
5. Must be self-directed, able to identify projects, develop strategies to conduct projects, and see projects to completion.
6. Position may require attendance at evening/weekend meetings, and occasional travel to relevant training sessions and/or association events.

EDUCATION AND EXPERIENCE

Graduate from a four-year accredited higher learning institution with a degree in political science, communication, business or related field with a minimum of three years local, county, state or federal public policy and government affairs experience. Experience in agenda setting, policy statements, political fundraising and collaborative cooperatives are essential. Knowledge and understanding of all REALTOR® Party Programs a plus.

STARTING SALARY

Starting salary is negotiable depending on qualifications and experience. Excellent benefits package.

EOE/M-F/ADA