

Minneapolis Area Association of REALTORS®

Government Affairs Director

Under the direction of the Chief Executive Officer, the Government Affairs Director oversees and directs the Governmental and Public Affairs program, including all efforts related to government affairs, strategic government relations, and social policy. He/she protects the interests of association members and the real estate industry in local and regional real estate matters, and works to establish the Minneapolis Area Association of REALTORS® as the voice of residential real estate in the greater Minneapolis and Metro area. The Governmental Affairs Directors will lead the association's bipartisan policy efforts primarily on local, county and state levels.

CLASS CHARACTERISTICS

The work involves both the oversight of functions and activities and performance of many of the governmental and public policy reporting and other day-to-day functions. This includes development and presentation of public policy statements, working with governmental staff, Councilpersons, Mayors and County Officials.

The Department of Government Affairs coordinates information and intergovernmental relations by disseminating information and promoting communication between the association and governmental and citizen entities. Works within association policy formulation and coordination of intergovernmental issues with federal, state, regional and local legislatures and governments, and facilitates member involvement and participation in the association's public policy and decision-making process.

Government Affairs Director is responsible for managing the governmental relations, member involvement, business and media relations, strategic communication programs, cable franchises and video productions for the cable channel and has full authority for Department operations. The Government Affairs Director must register with the state of Minnesota as a lobbyist per the Campaign Finance and Public Disclosure Board.

DUTIES AND QUALIFICATIONS

The following duties outline those of the position but do not represent all duties as may be assigned by the Chief Executive Officer.

- Staff liaison to the Government Affairs Committee and any other public affairs body as assigned by the Chief Executive Officer.
- Work with Governmental Affairs Committee, CEO and other stakeholders to set approved Governmental and Political Affairs Agenda on an annual basis outlining public policy initiatives, concerns and local policy agenda items.

- Prepare and provide talking points and research in preparation for meetings, interviews, and other activities. Other duties may include developing case studies, presenting information about the organization, and completing funding request paperwork.
- Monitor local and regional real estate issues of importance to the real estate community, coordinate with leadership and staff concerning these issues, and develop Policy Position Papers and White Papers for consideration by the Government Affairs Committee and the Board of Directors.
- Keep members informed about local and regional real estate issues, including government affairs, strategic relations, and social policy, of importance to their business and the community. Ensure the Chief Executive Officer and Board of Directors have in-depth understanding of ongoing issues.
- Coordinate member involvement on these issues, including local and regional member engagement when necessary.
- Coordinate and communicate the Association's positions on regional issues with other Associations, community organizations, and the public.
- Work in collaboration with state association to coordinate federal and state legislative visitations.
- Serve as the point of contact between MAAR and local area governing bodies, strategic housing-related organizations, and develop effective working relationships with area elected officials and staff.
- Coordinate MAAR relationships with other trade associations, interest groups, and community and corporate organizations on issues of approved mutual concern.
- Monitor local, state and national housing issues, and when necessary attend meetings at area cities and counties and the Metropolitan Council, and coordinate members' attendance at public meetings when necessary.
- Attend Minnesota Association of REALTORS® (MNAR), REALTORS® Political Action Committee (RPAC), and National Association of REALTORS® (NAR) meetings, serve on their committees, and provide that information to MAAR Members.
- Work with the Chief Executive Officer and other staff in preparing communications and resources for members to effectively understand and implement public policy initiatives.
- Administer special projects as needed.
- Advance the mission of the Association.
- Perform any other duties assigned by the Chief Executive Officer.

SKILL SETS

- Planning, organizing, administering, evaluating and personally participating in a comprehensive association/nonprofit management program.
- Planning, organizing, administering, reviewing and evaluating association's governmental and public policy statements and positions.

- Maintaining communication with members and investors to ensure communication regarding all association public and governmental positions.
- Maintain, organize and presentation of public policy statements, positions and justification to the Chief Executive Officer and Board of Directors for approval.
- Communication with high-level public officials and staff to ensure positive branding and image of association and members.
- Development of goals and objectives through work plans and strategic planning.
- Development of a project management system to ensure accuracy and timing of documents.
- Use of tact, initiative, prudence and independent judgement within policy and legal guidelines.
- Effective and clear communication in both oral and written format.
- Accepts teamwork and a team environment as an environment. Maintain effective working relationships with members, staff and governance body.

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 five years local, county, state or federal public policy and governmental affairs experience. Experience in agenda setting, policy statements and collaborative cooperatives is essential. Masters or JD preferred.

PHYSICAL DEMANDS

Mobility to work in a standard office setting and use of standard office equipment including computers, printers, and other office machinery. Vision to read small printed materials and computer screen; and hearing and speech to communicate in person before groups or on telephones. May require lifting of 25 or more pounds and walking.

HIRING RANGE

Starting at \$60,000 depending upon qualifications and experience.

Excellent benefits package.

EOE/M-F/ADA

To apply

Send resume and salary requirements to: lindas@mplsrealtor.com.