

Four Rivers Government Affairs Director Job Description

POSITION SUMMARY:

- The GAD is responsible for managing and administering local governmental affairs activities for the association in support of the real estate profession. This position includes coordination with both the National Association of REALTORS® and Texas REALTORS®.
- The Government Affairs Director (GAD) encourages REALTOR® involvement in the political arena to protect the rights of citizens to participate in the ownership of real estate and ensure viability of the real estate profession.
- The GAD serves as the point of contact for the membership, elected officials and their staff, and coalition partners within the region for industry and private property issues.
- The GAD helps to promote a positive public image of REALTORS® by encouraging their community involvement and participation in the political process. This includes helping to place REALTORS® in key appointed positions on boards and commissions of local government and working to build coalitions with like-minded organizations.
- The GAD is responsible for supporting and promoting the Texas Association of REALTORS® Political Action Committee (TREPAC) and Issues Mobilization Fund awareness. This includes coordinating fundraising activities and implementing projects to effectively expend funds to the benefit of the association and its membership, as well as ensuring NAR Core Standard requirements are met.

ESSENTIAL FUNCTIONS:

- Government Affairs Committee Liaison: Staff liaison to the Governmental Affairs Committees. Work 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. Update the committee on federal and state collaborative efforts. Report committee directives directly to the Board of Directors.
- Texas Association of REALTORS® Political Action Committee (TREPAC): Staff liaison to the TREPAC Committee. Develop a plan for reaching TREPAC investment goals. Execute plan and insure compliance with state and federal law. Work with the TREPAC Committee to identify candidates for support and funding.
- Lead Advocate: Based on issue priorities, lead advocacy efforts on behalf of the association on a local level. Work directly with lawmakers and regulators to monitor issues and educate them on association positions.
- National/State Connection: Collaborate with NAR/Texas REALTORS® on federal/state candidates and issues.
- REALTOR® Party Efforts: Support Calls for Action and write grants to utilize Realtor Party initiatives. Encourage participation in the Broker Involvement Program and use the Land Use Initiative to review local ordinances.
- Coalitions: Build local relationships to assist in furthering issue priorities.
- Education: Write articles for the newsletter and uses other communication vehicles to educate the association membership about advocacy efforts and supported candidates.
- Branding: Coordinate with the communications director to secure earned media for advocacy related issues. Build positive relationships with local media contacts.
- Administration: Assist Association Executive/CEO with budget for governmental affairs and related activities. Maintain department files and serve as key contact for association staff relating to government affairs activities.
- Core Standards: Assist Association Executive/CEO to insure related NAR Core Standards are achieved annually.

QUALIFICATIONS:

- Bachelor's degree preferred
- 3-5 years' experience in governmental affairs
- Excellent interpersonal and communication skills; both verbal and written
- Ability to take complicated information and communicate it simply.

WORK ENVIRONMENT:

Work hours as noted in the Policy Manual, with occasional evening and weekend activities. Occasional overnight travel for two to four days. Travel will be reimbursed per IRS rate for GAD-related duties.