



Cape Fear REALTORS®

Position Description

POSITION DETAIL AND SCOPE

Current Title (if existing):	Government Affairs Director		
Proposed Title:		Job Family:	Management <i>(Key at end)</i>
Reports to (name):	Taylor Oldroyd	Reports to (title):	CEO

Purpose of Position (briefly describe the general focus and responsibilities of the position)

Responsible for managing and administering local governmental affairs activities for the Association, in support of the real estate industry. Includes coordination with both the National Association of REALTORS® and NC REALTORS®.

Position Status	Exempt	Number of direct reports:	N/A
Salary Range/Bottom:	\$	Total number of employees:	
Salary Range/Top:	\$	Exempt:	
		Non-Exempt:	

Describe internal scoping factors:

Manage Association-related budget items totaling \$125,000; serve staff liaison for both the Governmental Affairs Committee and the Community Affairs Committee; act as primary issue information source on local issues for members; generate internal communication about outreach for members to keep them informed; write grants to secure \$25,000 in annual funding/support for community and advocacy efforts; minimal support for RPAC program, including communication about annual goals. Coordinates large-scale events including REALTOR® Action Day with 500+ volunteers, and Pork n' Politics with 350+ attendees.

Description

Committee Liaison: Staff liaison to the both the Governmental Affairs Committee and Community Affairs Committee. Works with the Chairs to set agendas, invites guest speakers, and educates the committee. Works with committee to identify issue priorities, action strategies, and codify minutes. Updates the committee on federal and state efforts.

Lead Advocate/Strategic Support: Based on issue priorities, leads advocacy efforts on behalf of the association on a local level. Works directly with lawmakers and regulators to monitor issues, and educate them on association positions. Provide strategic support to the association.

National/State Connection: Collaborates with NAR/NCR on candidates and issues.

REALTOR® Party Efforts: Supports Calls for Action, writes grants for Smart Growth, Housing Opportunity, Broker Involvement, PlaceMaking, and Issue Mobilization funding. Encourages participation in and manages the Broker Involvement program, and uses the Land Use Initiative to review local ordinances.

REALTOR® Political Action Committee (RPAC)/Candidate Selection Task Force (CSTF): Staff liaison to the RPAC Committee. Develops a plan for reaching RPAC investment goals. Executes plan and insures compliance with state and federal law. Works with the CSTF to identify candidates for support and funding.

Coalitions & Community: Builds local relationships to assist in furthering issue priorities, and coordinates community activities, including REALTOR® Action Day and Feed ILM.

Education: Writes articles for the newsletter, blog, and uses other communication modes to educate the members about advocacy efforts and supported candidates.

Branding: Coordinates with the communications/marketing director to secure earned media for advocacy related issues. Builds positive relationships with local media contacts.

Business Partners: Oversight of sponsorship program for Business Partners, in addition to Business Partner Directory.

Administration: Assists CEO with budget for governmental affairs, and related activities. Maintains department files, and serves as key contact for staff relating to government affairs activities.

Core Standards: Helps CEO to insure related NAR Core Standards are achieved annually.

Position Description

CONFIDENTIAL

ESSENTIAL FUNCTIONS (prioritize in order of average time spent)			
WHAT (describe specific responsibilities)	% of Time (spent on each)	HOW (describe how those responsibilities are accomplished)	WHO (describe the internal and external contacts)
Issue management and community engagement	45%	Community meetings, research, emails, phone calls, grant writing, budgets	Elected leaders, community leaders, NAR staff, NAR staff, CEO
Event promotion and execution	20%	Event planning, scheduling, coordination, emails, letters, meetings, budgets	Elected leaders, community leaders, staff
Member education on issues and candidates	15%	Articles, social media posts, speakers, GAC and CAC meetings	GAC, CAC, NAR staff, NCR staff, members, staff
Business Partners	10%	Marketing, proposals, calls, emails, meetings	Business Partners, vendors, DM&C
Liaison with national and state associations	5%	Emails, letters, meetings, conferences	NAR staff, NCR staff, CFR leadership, CEO
Branding and core standards	5%	Marketing strategies, design of marketing pieces, website development, tracking of Core Standards	NCR staff, CEO, EVP, DM&C

EDUCATION REQUIRED (describe minimum education required, including relevant professional certifications)
Four-year degree a plus

EXPERIENCE AND SKILLS REQUIRED (describe minimum experience and relevant skills required)
<p>3-5 experience in governmental affairs</p> <p>Excellent people skills; natural political skills</p> <p>Strong organizational, writing, and presentation skills</p> <p>Experience in issue management and political affairs</p> <p>Event management skills a plus</p>

REVIEW SIGNATURES			
CEO:		Signed:	Date:
COO:	Shane Johnson	Signed:	Date: 4/10/18

Job Families Key: Executive: CEO, COO, EVP
 Management: Directors
 Support: All other employees