

NC REALTORS® Job Description

Updated 11/30/18

Title of Position: Local Government Affairs Director

Department: Government Affairs

Location: This position is located in the western region of NC, but is a remote employee of NC REALTORS®.

Supervisor's Title: Director of Community Outreach & Local Government Affairs

Nature of Position: Provide professional service, expertise to all political programs, and to provide basic government affairs representation for Land of the Sky Association of REALTORS® and other associations in the region. Provide fundamental government affairs services such as educating and mobilizing members, policy development, NC REALTORS® PAC assistance and developing an action plan to implement the same. The GAD would also be expected to perform government affairs duties for NC REALTORS®, and other local associations as needed. The position would report to a supervisor at NC REALTORS®.

Local Government Affairs Director's Duties

- Seek to maintain and increase NC REALTORS® grassroots presence at all levels of government.
- Serve as NC REALTORS® primary resource for grassroots development and programming for their boards and as requested by the Director of Political Operations.
- Monitor public meetings and legislative monitoring of matters of public policy at the local government level (i.e., county, municipal, city councils, town meetings, and other units of local government as deemed necessary).
- Assist the local Board in learning how government affairs programs function.
- Create organized efforts to increase and enhance member involvement, education and advocacy in local issues. Work with the local Board to encourage members to become involved in the political process and run for office.
- Initiate and maintain contact with elected officials, their staff, and committee members and staff whose actions impact real estate matters.
- Develop a system whereby the local association is notified of important REALTOR® issues that will be considered by local governmental units.
- Work with other groups and organizations that support REALTOR® positions and efforts on matters relating to local public policy issues to build coalitions in order to combine resources.
- Coordinate with the NC REALTORS® Government Affairs Directors and the National Association of REALTORS® (“NAR”) concerning state and federal public policy issues.
- Monitor local press regarding any real estate related issue.

- Keep the appropriate association membership informed on current legislative developments through brief written summaries.
- Provide on an as-needed basis: Calls-For-Action, membership letter-writing initiatives, visits to local association offices.
- Provide information to local REALTORS® on legislative and regulatory issues by providing information to local Board.
- Support the local association's efforts of state and federal issue advocacy in coordination with NC REALTORS®, NAR, and the association's elected leadership.
- Attend NC REALTORS® and NAR meetings as appropriate and/or requested.
- Provide advice and consultation in conjunction with candidate interviews and political matters, as appropriate.
- Assist with political activities by aiding the local NC REALTORS® PAC with fundraisers.
- Implement a local Political Coordinator Program.
- Prepare members to testify, when necessary.
- Prepare and provide email statements to the local Board, when necessary.
- Act as the local association's spokesperson **only if specifically authorized** by the respective local association.
- Assist members in identifying and applying for NAR resources, grants and state and national leadership opportunities.
- Assist the local Board in identifying and applying for NAR and NCR resources.
- Coordinate with all local associations in North Carolina regarding other needs for local government issues.
- Provide feedback to the NC REALTORS® Government Affairs Department about activities in the region.
- Serve as the primary liaison for NC REALTORS® and local associations to the NAR Land Use Initiative.
- Serve as the primary liaison for NC REALTORS® and local associations to the NAR Broker Involvement Program.
- Communicate with all local associations regarding local issues and provides information or services that may benefit the challenges of each area.
- Respond to member or local association requests regarding all NC REALTORS® political initiatives.
- Contribute articles to *Insight Magazine* and other NC REALTORS® publications, as needed.
- Support and promote the mission of NC REALTORS® by seeking to maintain a basic knowledge of current events and programs offered by NC REALTORS®.
- Adhere to requirements of the NC REALTORS® Personnel Manual and comply with general responsibilities of NC REALTORS® team members (i.e. prompt completion of time sheets, prompt submission of receipts and expense reports, etc.).
- Other duties as assigned by the CEO or supervisor.

Background Requirements

Education

A bachelor's degree from a four-year institution is required.

Professional Skills

Political savvy and basic knowledge of the political process a must. Experience with NC campaigns and/or politics preferred, but not required. Experience with real estate industries helpful, but not required. Experience with local NC government procedures and policies preferred, but not required. Ability to analyze issues and make appropriate recommendations required. Personal organizational skills, ability to meet deadlines and work with limited supervision. Dedication to customer service, problem resolution and working together as a team to achieve goals and objectives. Excellent written and verbal communication skills required, as well as basic Microsoft office skills required. Some experience with remote employment and database management and manipulation is beneficial. Some travel should be expected.

Relevant Experience

A minimum of two years professional experience, preferably in political campaigns, local governments or government affairs.

Dimension

No staff supervised.

Position Relationships

Government Affairs

Department

Work closely with Government Affairs Department associates on major projects such as Legislative Days, NC REALTORS® PAC, communicating news from the N.C. General Assembly, and responding to member requests regarding legislative and political issues, etc.

FPCs/SPCs/LPCs

Maintain close communication with these key legislative volunteers to promote legislative issues important to NC REALTORS®. Also provides information and training necessary to help them be successful in this role.

Local Association Staff

Maintain and promote solid communication with local association executive officers, local GADs, or other local association staff to promote political initiatives important to members at the local level.

Administrative

Provide backup support, as needed, in the office (i.e. walk-in requests, supplies, general office management, communication with headquarters, etc.).

Local Associations

The Local Government Affairs Director will be an employee of the North Carolina Association of REALTORS®. Performance evaluations shall be done in coordination with NC REALTORS® standards for employee review, and executive leaders of the local associations being represented will be asked to input and review.