

NC REALTORS® Job Description

Updated 3/15/2021

Title of Position: Shared Government Affairs Director (Shared GAD) – *Greensboro/High Point*

Department: Government Affairs

Location: Based in the Eastern Piedmont Triad with telecommute duties.

Supervisor: Director of Field Advocacy

LEGISLATIVE:

- Develop a written advocacy plan outlining annual local legislative priorities and government affairs programming in conjunction with the Greensboro and High Point associations' elected and staff leadership.
- Monitor local public meetings, matters of public policy, and local press for issues pertaining to real estate.
 - Advise the Greensboro and High Point associations on appropriate action steps as necessary.
- Initiate and maintain contact with local, state, and federally elected officials, their staff, and local government staff whose actions impact real estate matters.
- Represent the Greensboro and High Point associations on local or regional government task forces or committees as appropriate and/or requested.
- Coordinate the Greensboro and High Point associations' efforts in support of state and federal issue advocacy with NC REALTORS®, NAR, and the association elected leadership.
- Build coalitions with organizations that align with the Greensboro and High Point associations' advocacy efforts on matters relation to local policy issues.
- Serve as staff liaison to local Government Affairs/Legislative Committee and other relevant committees as appropriate and/or requested.

GRASSROOTS ADVOCACY:

- Assist the Greensboro and High Point associations in identifying and applying for NAR and NCR resources to address local advocacy goals (i.e. grants, issues mobilization funds, independent expenditures, Land Use Initiation, etc.); manage the implementation of ensuing programs.
- Provide government affairs education opportunities for REALTOR® members.
- Coordinate with NC Homeowners Alliance to host town halls, forums, and other consumer-facing programs in the Greensboro and High Point associations' jurisdiction.
- Recruit and coordinate with Federal Political Coordinators (FPCs), State Political Coordinators (SPCs), and Local Political Coordinators (LPCs).
- Prepare REALTORS® to testify on real estate issues as needed.

REALTOR® PAC:

- Serve as point of contact between NC REALTORS® PAC staff and local association.
- Assist local RPAC chair in building RPAC culture through:
 - Developing an annual RPAC Strategic Plan to reach fundraising goal.
 - Serving as staff liaison for local RPAC Fundraising Committee.
 - Planning, executing, and managing local RPAC events with assistance from NC REALTORS® PAC staff to ensure compliance with campaign finance law.

- Communicating local association’s progress toward fundraising goals through regular use of Aristotle reports.
- Educating membership about RPAC initiatives and importance.
- Facilitating RPAC candidate funding process for local and state elections including, but not limited to, candidate surveys and interviews.

COMMUNICATIONS:

- Provide a Government Affairs Update for all local association Board of Directors meetings, as directed by Association Executive.
- Provide a Government Affairs Update for local association newsletters.
- Act as the Greensboro and High Point associations’ spokesperson when specifically authorized by the local executive team.
- Plan and execute Local Calls for Action on as-needed basis.
- Coordinate the Greensboro and High Point associations’ response rate for NCR and NAR Calls for Action.
- Respond to member or local association requests regarding all local and NCR political initiatives via email and phone.
- Serve as conduit of information from the NCR Government Affairs Department about legislative issues and government affairs programming in the region.

GENERAL DUTIES:

- Participate in all NC REALTORS® Government Affairs Department and full staff meetings.
- Attend NC REALTORS® and NAR meetings as appropriate and/or requested.
- Support and promote the mission of NC REALTORS® by maintaining knowledge of current events and programs offered by NCR.
- Adhere to requirements of the NC REALTORS® Personnel Manual and comply with general responsibility of NCR 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 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 database management and manipulation is beneficial.

Relevant Experience

A minimum of three years professional experience, preferably in political campaigns 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 Day, RPAC, 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 NCAR. 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 REALTORS® 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

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