

## NC REALTORS® Job Description

Updated 4/30/2020

**Title of Position:** Shared Government Affairs Director

**Department** Government Affairs

**Location:** This position is based in Winston Salem, with workspace at the associations served, but is a remote employee of NC REALTORS®.

**Supervisor's Title:** Director of Field Advocacy

**Nature of Position:** Provide professional service, political expertise, and government affairs representation for specified local REALTOR® and other assigned trade associations, including educating and mobilizing members, policy development, and RPAC fundraising assistance, as appropriate for the organization.

### Shared Government Affairs Director's Duties:

- Serve as NC REALTORS® primary resource for grassroots development and programming for their boards and as requested by the Political Operations Director.
- Maintain and increase NC REALTORS® grassroots presence at all levels of government.
- Work with the associations' staff and volunteer leaders, create annual Plans of Action outlining advocacy goals and government affairs programming.
- Monitor local public meetings, legislative matters of public policy, and local press (i.e., county, municipal, city councils, town meetings, and other units of local government as deemed necessary) for issues pertaining to real estate
- Assist the local Boards in creation of government affairs programs .
- Create organized efforts to increase and enhance member involvement, education and advocacy in local issues.
- Work with the local Boards to encourage members to become involved in the political process and run for office.
- Serve as staff liaison to Government Affairs Committee and other relevant committees as appropriate at local associations.
- Initiate and maintain contact with elected officials, their staff, committee members and staff, and local government staff whose actions impact real estate matters.
- Develop a system whereby the local associations are 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® Senior Vice President of External Affairs and NAR concerning state and federal public policy issues.
- Keep the appropriate association membership informed on current legislative developments through brief written summaries.
- Provide on an as-needed basis: Calls-To-Action, membership letter-writing initiatives, visits to local association offices.

- Coordinate the local association's efforts in support of state and federal issue advocacy in conjunction with NC REALTORS®, NAR and the association's elected leadership.
- Attend NC REALTORS® and NAR meetings as appropriate and/or requested.
- Attend NC Home Builders Association meetings as appropriate and/or requested.
- Assist local RPAC Chairs with fundraisers, candidate interviews and funding, and implementing a local Political Coordinator Program.
- Prepare REALTORS® to testify on real estate issues, when necessary.
- Act as the local association's spokesperson **only if specifically authorized** by the respective local association.
- Assist NC REALTORS® in identifying and applying for NAR recourses.
- Assist the local Boards in identifying and applying for NAR and NCR recourses.
- Provide feedback to the NC REALTORS® Government Affairs Department about activities in the region.
- Serve as the primary liaison for assigned local associations to the NAR Land Use Initiative and Broker Involvement Program.
- Work with NC Homeowners Alliance to host town halls, forums, and other consumer-facing programs.
- Utilize the Rapid Response Team when a board-level decision is needed to take action on a particular matter of urgency
- 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 NCR.
- 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 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.