



## Government Affairs Director

Job Title	Government Affairs Director
Reports to	Vice President of Public Policy
Job location	Englewood, CO
Annual Salary Range	\$75,000-\$111,000
Employment Status	Full-time/Salary/ Exempt
<b>Job Purpose</b>	
<p>The Government Affairs Director works collaboratively with the Vice President of Public Policy to be an effective member of the Government Affairs team serving members to meet a broad range of legislative and regulatory needs of REALTORS® on issues impacting housing, property rights, and real estate.</p>	
<b>Duties and Responsibilities</b>	
<p><u>Primary Duties</u></p> <ul style="list-style-type: none"> <li>• Help execute a government affairs strategy that aligns with CAR’s mission and values.</li> <li>• Work in a collaborative team setting to advance and support CAR’s legislative and electoral positions.</li> <li>• Inform, educate, and train CAR members on the political process and in support of CAR’s legislative goals.</li> <li>• Advocate in support of CAR’s priorities or positions.</li> <li>• Build and maintain effective communication and working partnerships with appropriate governmental agencies and elected officials, private organizations, and other associations involved in public policy affecting housing, property rights or real estate in general.</li> <li>• Gather and disseminate information affecting the community and real estate industry by attending community meetings, partner functions, and policy briefings.</li> <li>• Identify, develop, execute and evaluate government affairs projects or program needs.</li> <li>• Election campaign work including research, development, coalition building and implementation</li> <li>• Evaluate legislative and electoral efforts.</li> <li>• Research and analyze impact of public policy on REALTORS®, consumers and/or the real estate industry.</li> <li>• Assist with determining policy positions and providing information on legislation to CAR’s Legislative Policy Committee (LPC) and Subcommittees.</li> <li>• Work with the Vice President of Public Policy on devising talking points, legislative testimony, rulemaking comments, and legislative or policy strategies.</li> <li>• Lead on special projects or programs in collaboration with the Vice President of Public Policy and assist the Government Affairs team on collective efforts.</li> <li>• Work to establish and maintain a strong REALTOR party presence at the state and local level by both using and educating about various REALTOR party services and resources available.</li> <li>• Work with NAR and other state REALTOR associations regarding policy affecting REALTORS® and the real estate industry.</li> <li>• Support internal political fundraising for the REALTOR® Party Action Committee (RPAC).</li> </ul>	



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### Other Duties

- Identify opportunities within government affairs for membership recruitment and retention.
- Monitor, as needed, various commissions, task forces, government agencies, regulatory or legislative meetings.
- Assist in the preparation for various CAR Government Affairs committees.
- Work with CAR Member Services team to effectively communicate government affairs efforts.
- Attend and assist at various CAR events throughout the year.

### Travel Requirements

Occasional travel, including occasional out-of-state destinations, to be expected in this role.

### Minimum Qualifications

- Bachelor's degree or more than 3 years experience in political advocacy or on election campaigns.
- Experience and demonstrated success in political advocacy or election campaigns.
- Excellent teamwork skills.
- Results-oriented with high attention to detail, ability to multi-task, and meet deadlines in a dynamic, fast-paced team environment.
- Self-starter, with sound political instincts, and ability to work remotely and while traveling.
- Ability to organize and motivate individuals to action in shaping the political environment around housing, property rights or real estate.
- Strong policy research and analysis ability.
- Exceptional professional communication skills – verbal, written and presentation.
- Excellent customer relations and interpersonal skills with a high level of responsiveness.
- Ability to learn new software and database programs.
- Proficient in the use of Microsoft Office products including Word, Excel and PowerPoint.

### Desired Qualifications

- Experience with public policy related to the housing market and real estate industry.
- Political experience with voluntary, membership-based statewide association.
- Ability to identify innovative solutions to complex problems and proactively develop strategies to address problems.
- Experience working on candidate, independent expenditure or ballot measure campaigns.
- Experience with state or local campaign finance reporting and requirements.



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### Summary Terms and Conditions

*This is not meant to be an exhaustive list. More details can be found in the Handbook and Benefit Summary.*

Pay Period	The 15 <sup>th</sup> and last business day each month
Paid Time Off	Year 1-3: 14 hours per month or 168 hours per year on an accrual basis
Health Benefits	CAR pays for employee health, dental, vision, disability, and life benefits. Dependents are paid for by employee.
Remote Work	This position has some required presence in the office but does offer some regular opportunity for Remote Work.
401k	All employees over 21 are eligible to participate in CAR's Safe Harbor 401k plan after 6 months of continuous employment. Details on matching contributions available upon request.