

# **Knoxville Area Association of REALTORS®, Inc.**

## **Governmental Affairs Director**

### **Position Summary**

The Governmental Affairs Director (GAD) leads the REALTOR Party programs for the Knoxville Area Association of REALTORS (KAAR) by implementing advocacy, fundraising, and member engagement activities and strategies, monitoring and acting on local government policies related to real estate, interacting with elected and appointed officials and community organizations, and engaging with the Tennessee REALTORS and National Association of REALTORS (NAR). The GAD reports directly to the CEO.

### **Responsibilities Include**

- Manage and implement annual advocacy program to achieve KAAR Strategic Plan initiatives related to political advocacy and RPAC fundraising goals.
- Lead member REALTOR Party engagement by offering advocacy opportunities at KAAR, including but not limited to educational and training programs, networking events with elected and appointed officials, and RPAC fundraising events.
- Staff Liaison for KAAR's REALTOR Party Team including the Governmental Affairs Committee (GAC) and REALTORS Political Action Committee (RPAC). Works with committee chairs to identify and set issue priorities, strategies, and agendas.
- Serve as key policy advisor to KAAR's REALTOR Party Team and Board of Directors on local government issues related to real estate.
- Serve as key communicator internally and externally on local REALTOR Party advocacy initiatives and opportunities, as well as relaying state and national advocacy news.
- Monitor, track, and act upon emerging and existing real estate regulatory issues. Prepare position papers, give testimony, and engage membership to take action.
- Identify and utilize NAR and State Association REALTOR Party resources.
- Plan and execute REALTOR Party events with the REALTOR Party Team including the Legislative Luncheon, Day on the Hill, RPAC-a-thon, RPAC major investor and participation fundraisers, and 'meet the candidate' forums as the election calendar allows.
- Oversee local political candidate interviews and RPAC campaign contributions.
- Develop and cultivate relationships with local elected and appointed officials to assist in furthering issue priorities.
- Administer RPAC investment reporting to Tennessee REALTORS, fulfillment of investment pledges, and recognition and benefits of KAAR RPAC investors.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree
- 2-3 years' experience in governmental affairs preferred
- Knowledge of real estate and housing issues preferred
- Excellent communication and interpersonal skills
- Strong analytical skills
- Team player
- Self-starter and ability to work independently

Interested candidates should send resume to Lyle Irish at [lyle@kaarmls.com](mailto:lyle@kaarmls.com)