

## **Governmental Affairs Director TENNESSEE REALTORS®**

### **Job Summary**

The Governmental Affairs Director serves as the coordinator for all legislative and advocacy activities and workflow keeping the CEO informed as to the accomplishments and developments. This position reports to the CEO (Exempt Employee).

### **General duties included, but are not limited to:**

- Shall devote the time and effort necessary to carry out the objectives and directives of the Association.
- Works closely with and oversees the efforts of the Tennessee REALTORS retained lobbyist.
- Tracks legislation of importance to the real estate industry particularly on the state, and national levels. Monitors such agendas, attends meetings as necessary, etc.
- Coordinate with CEO and contract lobbyist on legislative issues, develops policy positions for review by the Governmental Affairs Committee and ultimately adoption by the proper leadership.
- Keep members informed of legislative issues of importance to their business and community. Provide reports to the CEO, Governmental Affairs Committee, and other membership groups on issues. In a timely fashion, prepare information and updates on legislative matters for dissemination to association members and/or Governmental Affairs Committee, Executive Committee, and the Board of Directors. Responsible for monitoring, preparing and providing governmental affairs-related updates/articles routinely on website, social media sites and other publications.
- Works with the Communications Department for the effective delivery and member engagement of NAR and Tennessee REALTOR Party announcements including Calls to Action and to ensure attendance goals are met to REALTOR Party events
- Present/coordinate information provided each month on proposed legislation (state & national) and encourage member participation in the political process.
- At the conclusion of the Legislature each year provide a state and national report summarizing the bills the association was tracking and the disposition of each.
- Organize members to respond to “Calls for Action” (CFA) on state and national issues. Disseminate & promote the “Calls for Action” (CFA) through the National Association of REALTORS® (NAR) ConVio system and other means as necessary.

- Coordinate members' involvement, when necessary, on issues of importance, including the promotion of voter registration.
- Serve as contact person between association and various governing bodies, develops effective working relationships with elected officials, their staff, and other entities. Helps to facilitate, foster and include leadership into such relationships.
- Assists state legislators and state committees with research and information in issues impacting the Association and/or the real estate industry.
- If necessary and with the assistance of legal, prepares written testimony, with the approval of the CEO, for members to present at local municipal hearings on issues of importance to Tennessee.
- Coordinates the political efforts of Tennessee REALTORS, including researching candidates requesting funding from NAR, working in accordance with the Tennessee REALTORS policy to create candidate questionnaire and/or interview process for candidates requesting funding. In election years, coordinate candidate interviews through the Governmental Affairs Committee in accordance with policy.
- Responsible for Independent Expenditure (IE) planning with NAR campaign staff, designated Tennessee REALTORS committee, and local board leadership for city, county, state and statewide campaigns.
- Coordinates Independent Expenditure (IE) execution with NAR vendors and local experts to generate the highest impact at the most effective cost.
- Encourage members' political involvement, assist REALTOR® members in seeking elected office or obtaining appointments on city/county/state boards and commissions if appropriate.
- Attends various legislative functions on behalf of Tennessee REALTORS.
- Attend NAR meetings and programs as directed and, when in attendance, perform such duties as assigned by the CEO.
- Visit Tennessee local associations to promote political and governmental activities and educate members on matters related to Governmental Affairs and RPAC as assigned by the CEO.
- Coordinate association alliances with other trade associations, interest groups and community and corporate entities on issues of common concern. Attend meetings representing association at such related organizations as assigned by the CEO.
- Plan and organize Government Affairs Department sponsored events including Hill Visits (State and National), RPAC-A-Thon, conference activities, award programs, training related events, etc.
- Serve as staff liaison and assist in the implementation of programs and goals for the Governmental Affairs Committee, RPAC Committee and other assigned committees and/or advisory groups as directed by the CEO. Responsible for preparing agendas and minutes. Notify Committee members of meetings; Set up Committee rosters and track meeting attendance; Prepare meeting rooms. Follow up recommendations to the Committee that require Board of Directors' action. Fosters a good working

relationship with the committee leadership.

- In depth understanding and working knowledge of RPAC operations and the NAR's "My Realtor Party" services.
- Oversees RPAC administration, fundraising initiatives and compliance with state and federal law. Responsible for the annual education of the RPAC Trustees and other volunteers on fundraising regulations related to a PAC.
- Provides insight to the RPAC Trustees to support the election of members of the Executive and Legislative branches of state government who are favorable to the real estate industry, the right of private property ownership and the free enterprise system.
- Approval and completion of lobbying and campaign finance reports for the state of Tennessee.
- Develop and conduct programs to assist in raising PAC funds, report on the status of fundraising efforts by the local Associations.
- Develop and oversee Tennessee REALTORS involvement in NAR's REALTOR Party program and initiatives including independent expenditure campaigns supported by Tennessee REALTORS. Seeks to achieve the state annual RPAC awards offered by NAR.
- Shall maintain a proven track record of delivering quantifiable results to the organization through consensus and relationship building with internal and external stakeholders, members and local/state/national REALTOR Associations.
- This position manages department personnel.
- Works to establish Tennessee REALTORS as the voice of real estate in the state of Tennessee
- Participate in the execution of the strategic plan of the association and assist in the implementation of the plan.
- Oversight and completion of NAR core standards related to RPAC and legislative activities.
- Responsible for operating within the approved annual budget and within the guidelines of the Tennessee REALTORS policies.
- Has access to and works regularly with information of a highly sensitive, highly confidential and critical nature.
- Advise the CEO on all related matters and carry forth the directives of governmental issues.
- Performs other duties as assigned by the CEO.

## **Qualifications:**

- Strong Computer literacy with emphasis on Microsoft applications.
- Ability to display a bipartisanship posture and philosophical comfort with private property rights.
- Understanding of the process of a volunteer organization is important
- Must be an effective organizer and able to motivate members to engage in political activity.
- Must have the ability to assure the accuracy and validity of any representation of the Association's positions and policies.
- Must be alert and creative, possess the ability to work with and adapt to all types of people and exhibit patience, perseverance and persuasiveness.
- Must be skilled as a communicator, have strong interpersonal skills, and have ability to build consensus.
- Must be flexible with respect to work schedule.
- Must be self-motivated and ability to take initiative.
- Must be an effective communicator.
- Strict adherence to deadlines
- Professional, mature demeanor acting as a representative of Tennessee REALTORS.
- Fosters and contributes to a positive team environment. Proven ability to work collaboratively with others.

### **Preferred Skills/Accreditations**

- College degree in related field
- Minimum 5 years relevant experience.
- REALTOR® Association experience a plus.

Additional Salary Information: Must send cover letter, resume, and salary requirement to: [employment@tnrealtors.com](mailto:employment@tnrealtors.com) (Only complete applications will be considered).