

TOLEDO REGIONAL ASSOCIATION OF REALTORS®
GOVERNMENT AFFAIRS DIRECTOR

ORGANIZATION DESCRIPTION:

The Toledo Regional Association of REALTORS® (TRAR), an association of real estate professionals who are dedicated to serving the needs of home sellers and buyers in Lucas and Wood Counties. We serve our members by providing training, benefits and resources to help them excel in the real estate industry. TRAR is looking for a Government Affairs Director to manage its multifaceted communications.

POSITION OVERVIEW

The Government Affairs Director works collaboratively with the CEO to monitor political, legislative, and regulatory issues affecting the residential and commercial real estate industries, advise the general membership and volunteer leadership concerning these matters, advocates the REALTOR position to local state, and federal government officials, and manages the operations of the REALTOR Political Action Committee (RPAC).

The ideal candidate will stay abreast of current industry regulations, policies and national issues and be experienced in working with elected officials. This person must be exceedingly well organized, flexible and enjoy the challenges of supporting 1,500 members.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Build an in-house Government Affairs program from the ground up.
- Maintain a broad understanding of federal, state and local political issues affecting the real estate industry.
- Research and track proposed legislation impacting land use policy and the real estate industry in Lucas, Wood and Hancock Counties.
- Assist the Association in determining positions on public policy and promote these positions to various governmental bodies.
- Work with TRAR's CEO and association leadership to draft testimony for committee hearings on real estate related legislation when necessary.
- Broaden members' awareness of political and policy matters through newsletters, calls-to-action, social media, and presentations at membership meetings, or other speaking opportunities.
- Monitor local initiatives and effectively utilize national, state and local resources to achieve the Association's goals, including preparing REALTOR Party grant applications.
- Create and execute a fundraising plan for TRARPAC, including communications and special events.
- Research public officials and organize candidate interviews for TRAR's Legislative and Government Affairs Committee as well as distribution of TRARPAC contributions.
- Serve as liaison to TRAR's Legislative and Government Affairs Committee, TRARPAC Committee and YPN Committee and provide state support, including preparation of agendas, minutes and other materials.
- Ensures related National Association of REALTORS Core Standards are achieved annually.
- Attend general business, public policy and select RPAC related meetings at local, state and national REALTOR Association meetings.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree preferred.
- 3+ years experience or equivalent experience
- Excellent interpersonal and communication skills, both verbal and written.

- Ability to take complicated information and communicate it simply.

EMPLOYMENT DETAILS

1. Some overnight travel required
2. A willingness to achieve the National Association of REALTORS RCE designation

IMPORTANT NOTES

We are an EOE dedicated to a diverse work force and drug free environment.