

Akron Cleveland Association of REALTORS® just created a seat at the table for a **Government Affairs Representative!**

Are you an expert in local public policy? Do you love engaging with people? Are you good at helping others understand the impact of public policy?

We may be looking for you!

Akron Cleveland Association of REALTORS® is seeking a Government Affairs Representative to advocate for the real estate community to protect and promote real property rights. This position reports directly to the Vice President of Government Affairs.

We are looking for a diplomatic and outgoing individual with a solid understanding of policy. The ideal candidate will have the ability to build and maintain relationships with key stakeholders in the community in order to uphold our values and mission, as well as advance the strategic initiatives of ACAR. Strong written and verbal communication skills are a must!

Join the Akron Cleveland Association of REALTORS® team and work for a fun and professional trade association comprised of over 7,000 real estate professionals engaged in the industry. At ACAR, you will become part of a family that cares about the success of each other.

**Responsibilities include:**

- Collaborating with various housing nonprofits and related governmental agencies throughout Cuyahoga, Summit, and Portage Counties to advance home ownership and property rights
- Becoming involved in neighborhoods, towns, and cities to help position REALTORS® as people who understand and care about their local area, thereby boosting trust and name recognition among the public
- Overseeing the administration of the #Homeforall Community Fund. Facilitating the grant application and award process. Planning and executing fundraising activities as needed to reach ACAR's fundraising goals
- Attending council meetings, building relationships, and writing letters to elected officials to advance ACAR's public policy position
- Supporting the mission, vision, and values of ACAR and embodying the culture
- Maintaining a calendar of outreach activities, including community events, workshops, appearances, committee service, and other networking opportunities to ensure team awareness and engagement
- Utilizing grants from the National Association of REALTORS® to engage in addressing affordable housing challenges, community planning and development issues, revitalization opportunities, and Fair Housing education, initiatives, and activities
- Crafting related content through blogs, newsletters, etc. for internal and external communications to inform/educate members about our advocacy efforts
- Collaborating with the Communications Director to develop, produce, and disseminate program materials to enhance knowledge, understanding, and impact of ACAR's work with members
- Serving as staff liaison to the Community Outreach Council to ensure the committee reaches goals and is in alignment with ACAR's strategic plan.
- Organizing REALTOR® Care Days and fundraising activities and events

- Managing, promoting, and advancing ACAR's "Good Neighbor" program to bring awareness to the public of REALTORS' contributions to the community
- Acting as staff liaison to Association Chapters to maintain a sense of "community" among the membership
- Help in identifying and analyzing local legislation/proposals that may do harm to the real estate and business environment for ACAR members and the community and present to the committee for discussion
- Assisting Vice-President of Government Affairs and collaborating with the Communications Department on consumer outreach and public affairs efforts to influence public policy, building and maintaining a strong reputation, and finding common ground with stakeholders
- Assisting the Vice President of Government Affairs to advance ACAR's advocacy positions in the community
- Assisting with NAR grant writing and research as required

**Knowledge and skills required:**

- Microsoft Office (proficient in Excel and Mail Merge)
- Strong organizational skills
- Adept time management skills
- Ability to multi-task
- Stellar interpersonal skills

**Experience:**

3-5 years of experience understanding, and effectively conveying relevant policies and societal issues to members of their association and volunteers, to create unity, trust, and solidarity within the real estate community. The strongest candidates will have experience with fundraising as well as organizing, engaging, and reaching out to local members. An ideal candidate will have a plethora of experience building housing-related coalitions.

**Education:**

- Bachelor's degree in Political Science or related field
- Knowledge of local legislation a plus!
- Knowledge of Real Estate related policy a plus!

**Salary and Benefits:**

The salary range is \$45,000-\$60,000 yearly depending on experience. The compensation package includes a 401(k) with matching, Medical, Health, Vision, and Dental Insurance.

To arrange a confidential interview, send a **résumé** by responding to this ad or contact [Jake@successfulhiring.com](mailto:Jake@successfulhiring.com).

**About Akron Cleveland Association of REALTORS®:**

The Akron Cleveland Association of REALTORS<sup>®</sup>, abbreviated ACAR, is a professional organization for real estate professionals who sell real property and businesses that work in or with the real estate industry. ACAR provides a variety of services to its members including education, insurance, affinity programs and legislative representation, as well as membership in the Ohio Realtors<sup>®</sup> (OR) and the National Association of Realtors<sup>®</sup> (NAR).

Members who hold the title REALTOR<sup>®</sup> are licensed real estate professionals who choose to voluntarily subscribe to a strict Code of Ethics that is above and beyond the law. The word REALTOR<sup>®</sup> is a registered trademark that can only be used by members of a local, state, and national association of REALTORS<sup>®</sup>. People who do not subscribe to the strict Code of Ethics are not members of a REALTOR<sup>®</sup> association and are simply real estate licensees.