

Ohio REALTORS® just created a seat at the table for a **Manager of Advocacy and Research!**

Do you have a passion for learning and researching policy-related issues? Are you someone who prioritizes practical outcomes and results in your professional endeavors? Do you have the ability to take complex information and translate it into digestible concepts for better understanding?

We may be looking for you!

Ohio REALTORS® is seeking a Manager of Advocacy and Research to be responsible for conducting research, data analysis, and policy evaluation, collaborating with key stakeholders, and engaging in various advocacy initiatives at the state and national levels.

We are looking for a highly organized and collaborative individual with meticulous attention to detail. The ideal candidate demonstrates robust self-management skills, teamwork, and exceptional written communication. A strong focus on achieving measurable outcomes, flexibility, and a supportive mindset are essential qualities for this role. If you have a keen eye for detail, a goal-driven mindset, maintain principles, with a thirst for learning, this position could be for you!

Join the Ohio REALTORS® team and work for a professional trade association comprised of over 36,000 real estate professionals engaged in the real estate industry. Ohio REALTORS® offers an empowering environment where you can work both independently and as a valuable team member in a dynamic industry. You'll have the chance to be part of the largest trade association in Ohio, known nationwide for its excellence!

Responsibilities include:

- Collaborating with the Assistant Vice President of External Engagement concerning the research of local ordinances and issues as requested
- Conducting research, data analysis, and policy evaluation to advance legislative and regulatory priorities
- Seeking trustworthy data and ensuring timely completion of tasks
- Providing support to Public Policy Staff including researching and writing memoranda
- Assisting in developing “Call For Action” advocacy initiatives at the state and national level
- Assisting Public Policy staff with overseeing the State and Federal Political Coordinator Program
- Collaborating and coordinating with Public Policy staff executing grassroots messaging
- Coordinating with Public Policy staff on completing state issues mobilization requests
- Coordinating with Public Policy staff on developing summaries and policy updates for the State and Federal Political Coordinator Program
- Serving as the primary contact for the Ohio REALTORS® Political Advocacy Fund to support REALTOR® champions, causes, and issues that promote the Association’s goals

- Utilizing tracking software to monitor legislation, implement grassroots campaigns, and member engagement
- Developing internal updates for Communication staff for correspondence to Association members as requested
- Speaking at Association meetings and events, local board meetings, and other professional groups
- Supporting Communication staff by drafting internal and external legislative updates and developing communication outreach
- Working with Communication staff to develop outreach material as it related to legislative and regulatory priorities
- Attending and representing Ohio REALTORS® at statewide meetings
- Representing Ohio REALTORS® at National Association of REALTORS® meetings as directed
- Respecting the confidentiality of all privileged information

Knowledge and skills required:

- Real Estate Knowledge is a plus!
- Microsoft Office (Excel and Word)
- Strong written and verbal skills
- Ability to research and summarize findings
- Critical/Creative thinking
- Problem-solving skills

Experience:

We are looking for an individual with 1+ years of experience researching different policy-related issues. The ideal candidate will have a proven track record of writing and drafting articles, press releases, and researching legislation. Experience as legislative staff and a public policy background is a huge plus!

Education:

- Bachelor's Degree is required

Salary and Benefits:

The salary range is \$50,000-\$60,000 yearly depending on experience. The compensation package includes a 401(k) with match and Medical, Dental, and Vision Insurance and a hybrid schedule, 37.5 hours per week with flex-start and end times.

To arrange a confidential interview, send a **Resume** by responding to this ad or contact Amanda@successfulhiring.com

About Ohio REALTORS®:

Ohio REALTORS is your partner in protecting your home's investment...your piece of the American dream. Formed in 1910, the Association now counts as the state's largest professional trade organization, with more than 36,000 members. Ohio REALTORS is the major champion of private property rights in Ohio...the rights you, as an Ohio homeowner or potential home buyer, enjoy now and expect to preserve for your children and grandchildren.

The organization is the state's largest professional trade association. Composed of real estate professionals (REALTORS), who've joined the local, state and national associations of REALTORS, its members have agreed to abide by the National Association of REALTORS' stringent Code of Ethics. It offers services to its members in addition to protecting private property rights for the public. Those member services include: lobbying state legislators on industry issues, research and professional development, providing current real estate information and member discounts on products and services, legal assistance (Note: Ohio REALTORS does not offer legal information or answer questions of a legal nature to the public. If you have a legal concern or issue, please contact a real estate attorney). Ohio REALTOR staff professionals, continually seek fresh ways of responding to REALTORS' business and professional needs, and the needs of private property owners across the state.

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