

NC REALTORS® Job Description

Updated 11.21.2024

Title of Position: Local Advocacy Director

Department: Government Affairs

Supervisor's Title: Director of Political Operations

Nature of Position: Provide professional service and expertise to assigned programs of the Government Affairs Department. Equip local associations across the state to build a culture of advocacy, providing training, tools and resources to support the goals of the local associations and the state association. Responsibilities include, but are not limited to:

Local Advocacy

- Develop and advance Local Political Coordinator (LPC) volunteer programs. Create and maintain a Statewide LPC Playbook.
- Develop and advance local Government Affairs Committees. Provide regular updates and training as needed.
- Master the National Association of REALTORS® grant program and other grants available to local associations. Lead presentations and discussions on the grant process to Local Association AEs and leadership. Successfully apply for grants to support local advocacy and Core Standards.
- Train REALTOR® Champions to advocate on behalf of members.
- Teach Advocacy 101 classes.
- Identify local candidates for election support.

In Collaboration with Local Policy Director

- Foster relationships with external stakeholders.
- Cultivate local subject matter experts to educate staff and policymakers.
- Spotlight local advocacy success stories.
- Develop collateral to assist locals in engagement.
- Cultivate productive relationships with local staff/contractors involved in government affairs.
- Promote the activities of the Government Affairs Department to local associations, committees and new members.

Other

- Assist NC REALTORS® in identifying and applying for NAR resources.
- Contribute articles to *Insight Magazine* and other NC REALTORS® publications, as needed.
- Support and promote the mission of NC REALTORS® by seeking to maintain a basic knowledge of current events and programs offered by NC REALTORS®.
- Support the efforts of other NC REALTORS® committees, workgroups and subcommittees as appointed by the CEO or Director of Political Operations.

- Adhere to requirements of the NC REALTORS® Personnel Manual and comply with general responsibilities of NC REALTORS® team members (including, but not limited to prompt completion of time sheets, prompt submission of receipts and expense reports.).
- Other duties as assigned by the CEO, VP of Advocacy or the Director of Political Operations.

Background Requirements

Education A bachelor’s degree from a four-year institution is required.

Professional Skills

- Political savvy and basic knowledge of the local and state political process is a must.
- Experience with NC campaigns and/or politics.
- Experience with NC government procedures and policies.
- Ability to analyze issues and make appropriate recommendations required.
- Excellent written and verbal communications skills are essential.
- Personal organizational skills, ability to meet deadlines and juggle multiple projects at once.
- Dedication to customer service, problem resolution and working together as a team to achieve goals and objectives.
- Knowledge of current legislative issues.
- Basic Microsoft office skills required.

Relevant Experience

- A minimum of three years related professional experience, with at least two years in grassroots, political campaigns or government affairs, preferably in an association or nonprofit environment.

Dimension

No staff supervised

Position Relationships

Government Affairs Department

Work closely with Government Affairs Department associates on major projects such as Legislative Day, political fundraising, communicating news from the N.C. General Assembly, research, and responding to member requests regarding legislative and political issues, etc.

Local AEs

Work closely with local Association Executives to understand their needs, goals and relevant issues.

Local Government Affairs Staff

Cultivate productive mutual relationships to ensure alignment.

Neighbors Helping North Carolina

Make recommendations for expenditures as appropriate.