

## NC REALTORS® Job Description

Updated 11.21.2024

**Title of Position:** Local Policy 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. Track local bills for real estate-related issues, following trends and identifying emerging issues. Develop content to assist local associations in responding to issues, Responsibilities include, but are not limited to:

### Local Policy

- Develop a system to track and report on industry issues at the local and state level.
- Regularly report to local association executives (AEs) on issues, providing content and resources the AEs can use to plan and inform their members.
- Distribute housing data and other relevant information to local AEs and key volunteers on a regular cadence.
- Create and maintain a local issues library with tool kits accessible to local associations as needed.
- Prepare memos and talking points on local issues for members and local association staff.
- Compile data on local issue trends for VP of Advocacy and lobbying team.
- Maintain a legislative fundraising calendar. Coordinate with member volunteers for local fundraising events.
- Identify projects for support from Issues Mobilization Fund.

### In Collaboration with Local Advocacy 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 government affairs, local policy experience preferred, knowledge of association or nonprofit environment preferred.

## **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.

Issues Mobilization Committee

Make recommendations for expenditures as appropriate.