

SEATTLE KING COUNTY REALTORS®

Position: DIRECTOR OF GOVERNMENTAL AND PUBLIC AFFAIRS

Job Description -

Develops and manages a comprehensive governmental and public affairs program, which includes legislative advocacy, political affairs initiatives, strategic issue communications, public and media relations, legal and regulatory research, PAC fundraising, and housing affordability programs. Provides recommendations to the CEO and Board of Directors on policies and courses of action which will achieve the Association's strategic goals. Oversees the work of staff and contract specialists assigned to the governmental affairs department.

Duties -

Develops and directs the overall governmental, public affairs and advocacy programs of the Association, which shall support the strategic goals established by the Board of Directors.

Acts as the senior staff of the Governmental & Public Affairs Committee and coordinates with REALTOR committee volunteers the Association's activities in political, regulatory, legislative and legal issues, PAC fundraising, housing affordability programs and other areas.

Develops and maintains policy papers, position statements and letters of record that establish the Association position on key legislative, regulatory and legal matters affecting the real estate industry, housing and homeownership.

Establishes relationships with elected officials and monitors real estate related legislative actions of all municipalities within the Association's jurisdiction, utilizing the work of contracted lobbyists.

Sets department objectives with the Chief Executive Officer, supervises assigned staff, drafts the annual advocacy budget and writes grant applications to outside entities, such as NAR, WR and NWMLS.

Grassroots Advocacy and Coordination -

Oversees recruitment and training of qualified REALTORS® to present testimony to City and County Council members at public hearings and presentation of key issues to congressional and legislative leaders.

Initiates "Calls to Action," and uses other available grassroots techniques to mobilize the Association's membership on urgent legislative matters.

Maintains a "key contact" list of volunteers and asks individual members to contact elected officials, their staff, or other decision makers on behalf of the Association.

Coordinates activities of NAR Federal Political Coordinators (FPCs) from within SKCR's jurisdiction.

Maintains close working relationship with WR and NAR advocacy staff and related industry partners.

Provides staff support, direction and assistance to the Governmental and Public Affairs committee, including planning, setting goals and objectives, scheduling of and attendance at meetings, preparation of agendas, meeting packets and minutes, appropriate volunteer training and budget preparation and maintains records of members who are appointed to the Governmental and Public Affairs committee and RPAC subcommittee.

Political Affairs -

Coordinates an annual candidate interview process and the approval and distribution of RPAC funds to candidates. Publishes an annual REALTOR® Voting Guide for the primary and general elections, which

features candidates endorsed by the Association.

Assembles and publishes information on the voting records and tendencies of elected officials.

Develops, plans and implements an annual RPAC fundraising campaign. Coordinates with WAR and NAR the required maintenance of records for RPAC funds.

Conducts an annual "housing issues" event to educate public policy-makers on key issues that affect the real estate industry and housing affordability.

Public Affairs and Communications -

Directs and oversees the activities of a contract Public Relations Specialist in the following areas: media relations, internal communications, third-party collaborations and coalition building.

Along with the Chief Executive Officer, reviews and negotiates the terms, conditions, hours and compensation of the annual contract of the PR specialist.

Establishes and maintains contact with representatives of the media in King County through the Public Relations Specialist. Answers verbal inquiries and correspondence from members, the media and the public.

Serves as editor for the association's on-line newsletter, the *NW REporter*. Duties include the solicitation and writing of articles; layout and selection of articles; all aspects of coordination of publication with publisher and distribution to the membership.

Responsible for the development and dissemination of other internal communication pieces, including the quarterly governmental affairs publication, *Issues and Impacts*.

Staff Supervision and Oversight -

Along with the Chief Executive Officer, reviews and negotiates the terms, conditions, hours and compensation of the annual contract of the Governmental Affairs housing specialists (lobbyists).

Oversees, coordinates and monitors all activities of the Governmental Affairs contract housing specialists, by establishing regular communication on the status of all legislative monitoring activities of local jurisdictions.

Supervises other staff assigned to the department and conducts annual performance appraisals of such employees in coordination with the CEO.

Reviews objectives and accomplishments and submits regular activity reports to the Chief Executive Officer, Board of Directors and the Governmental & Public Affairs Committee.

Remains well informed of all Association policies and programs and the support available from the State and National REALTOR® Associations.

Reporting Relationship -

Supervision and annual evaluation of this position shall be the responsibility of the Chief Executive Officer.

This is a full-time position with a comprehensive benefits package.

Qualified candidates should send cover letter and resume to CEO Russ Hokanson rhokanson@nwrealtor.com