OPPORTUNITY: Government Affairs Director

Coastal Association of REALTORS® (CAR) - Berlin, MD

9/10/2020

SUMMARY:

The Coastal Association of REALTORS® has over 1,000 members and encompasses the Lower Eastern Shore of Maryland, including the counties of Somerset, Wicomico, and Worcester. The Government Affairs Director (GAD) works under the general supervision of the Executive Vice President (EVP) to ensure that the professional interests of REALTORS® are understood and represented fairly by elected officials and regulators. This position is also responsible for managing public and community relations for the purpose of building the REALTOR® and CAR brand, and for positioning CAR as the primary source of real estate information. This position engages frequently with the Maryland REALTORS® and the National Association of REALTORS® (NAR).

KEY RESPONSIBILITIES:

Direct CAR’s government relations activities related to public policy, election campaigns, and legislative advocacy in coordination with Maryland REALTORS® and NAR.

Monitor real estate-related policy issues and legislative initiatives of relevance to property owners and CAR members.

Execute RPAC investment strategies to maximize member participation.

Oversee local political candidate interviews and RPAC campaign contributions.

Staff Liaison for Government Affairs, RPAC, and Rentals Committees.

Foster relationships with public officials and other influential policymakers at the local and state level.

Effectively plan and execute initiatives to grow the association’s image on the Lower Eastern Shore and the state of Maryland.

Represent the association before external constituencies, including elected officials and other state and local government agencies, and represent the association at community events and other external functions.

QUALIFICATIONS:

Bachelor’s Degree.

2-3 years’ experience in government affairs preferred.

Knowledge of real estate and housing issues preferred.

Outstanding interpersonal skills, including poise to work with elected officials and association leadership.

Ability to read, analyze, and interpret legislation and regulation documents.
Have the capacity to work and interact with media.

Must be highly motivated and energetic.

Ability to work independently and a self-starter, but also collaborate effectively with colleagues and other internal and external constituencies.

Must be a team player.

WORK ENVIRONMENT:

This position primarily operates in a professional office environment at the association office. This position routinely uses standard office equipment. This position will require travel to state and national meetings and conferences. This position will require working some evenings and/or weekends.

Interested candidates should send resume to Page Browning at pageb@coastalrealtors.org.