

## **GOVERNMENT AFFAIRS COORDINATOR**

Reports to: Government Affairs Director

Objective: Motivate members to build a Government Affairs Program that commands the respect of decision makers in communities across the metropolitan region.

Executes directives of the Chief Executive Officer

**Summary:** The Government Affairs Coordinator works under the general supervision of the Government Affairs Director, to ensure that the professional interests of REALTORS® are understood and represented fairly by elected officials and regulators. This position is also responsible for supporting other external public and community relations for the purpose of building the REALTOR® and GMAR brand, and for positioning GMAR as the primary source of real estate information.

### **SPECIFIC RESPONSIBILITIES:**

- Support GMAR's government relations activities related to public policy, grassroots organizing, election campaigns, and legislative advocacy in coordination with the Michigan REALTORS® and the National Association of REALTORS®.
- Monitor existing and emerging city, state, and federal real estate-related policy issues and legislative initiatives of relevance to property owners and GMAR members.
- Research and report on the industry, political, legislative, housing, and association issues that are relevant to GMAR's members and private property rights.
- Support REALTOR® Political Action Committee fundraising strategies to maximize member participation and exceed the annual fundraising goal.
- Assist GMAR in determining positions on public policy and promote these positions to local governments and staff.
- Draft testimony and statements for public and private meetings on real estate-related policies, ordinances, and legislation.
- Broaden members' awareness through the promotion of advocacy success through newsletters, calls-to-action, social media, and presentations at brokerage sales meetings, membership meetings, or other speaking opportunities.
- Coordinate the interviewing of candidates for local public office and assist committees in selecting candidates to receive RPAC support.

### **Other**

- Assist with other staff functions when available
- Assist with Member and MLS Support calls and emails
- Assist with membership dues processing

### **Committee Responsibilities**

- Serve as staff support to Government Relations Committee, RPAC Committee, Global Initiative Committee, and Placemaking Taskforce
  - Schedules meetings, send meeting reminders, prepare agendas, minutes & packets and send out in advance, attend all meetings as scheduled

**Successful Candidates Have:**

- Government and public relations acumen and an understanding of the legislative process.
- Ability to write with proper structure and purpose, speak publicly, and give effective presentations to CEO, directors, members, and elected officials.
- Must be highly motivated, self-starter, innovative, and energetic.
- Ability to utilize variety of computer programs as needed.
- Strong analytical skills and attention to detail.
- Ability to communicate orally and in writing in a clear and straightforward manner
- Ability to make decisions and solve problems while working under pressure
- Ability to read, analyze, and interpret legislation, regulation, and legal documents

**Job Requirements**

- A bachelor's degree in political science, public administration, or a related field preferred
- 0-2 years experience in government affairs, a political-field, and/or trade associations
- Ability to set personal beliefs aside for the betterment of the association, members and advocacy priorities.
- Must have the ability to work flexible hours as required, including evenings and weekends.

**How to Apply**

Please submit your resume along with salary requirements to [susie@gmaronline.com](mailto:susie@gmaronline.com).