

DIRECTOR, POLITICAL AFFAIRS

Current Incumbent: Vacant

Department: Government Affairs

Reports to: SVP, Government Affairs

Direct Reports: 1

Status: Full-Time, Exempt

Indirect Reports: 0

Updated: 05/15/13

SUMMARY OF POSITION:

This position is responsible for all aspects of oversight and direction of the political affairs program including the Political Action Committee, Better Government Fund (soft dollar administrative fund) and grassroots advocacy. This role includes management of two direct reports – Manager, Political Affairs and Manager, Grassroots.

PRINCIPAL ACCOUNTABILITIES:

NAAPAC

- Oversee all aspects NAA's Political Action Committee (NAAPAC), including fundraising, disbursements, donor relationships, compliance, governance, budget management and day-to-day operations.
- Oversee an election-cycle fundraising campaign that meets goals set by NAA's leadership including Officers, NAAPAC Chair, the NAAPAC Board of Trustees.
- Develop, implement and manage strategies for increasing contributions NAAPAC, including affiliate goals, donor recognition, marketing and promotion, etc.
- In coordination with the SVP, develop and implement a disbursement priorities plan.
- Oversee and approve all required reports to the Federal Elections Commission (FEC).
- Research and monitor FEC Advisory Opinions and other relevant updates to federal campaign finance law.
- Serve as primary staff liaison and manage the committee activities for the NAAPAC Board of Trustees and the PAC Ambassadors.
- Develop and implement NAAPAC's presence at all NAA functions including the Capitol Conference, Education Conference, and Assembly of Delegates Meeting.
- Work with the Membership Department to assist affiliates in promoting NAAPAC meeting their respective fundraising goals.

Grassroots

- Oversee a 60,000+ member grassroots advocacy program, including recruitment, communications, mobilization, budget and data.
- Develop and implement strategies to increase affiliate and member engagement in both grassroots and key contacts efforts, including goals, advocate recognition, marketing and promotion, etc.
- Work with SVP, Government Affairs and Director, Communications as well as other NAA department staff in the planning and implementation of the NAA Capitol Conference and Lobby Day, including but not limited to:
 - Overall schedule,

- Educational programming,
- Keynote speaker identification,
- Lobby Day logistics,
- Promotion and marketing, and
- NAAPAC event.
- Serve as primary liaison to national political groups, including the RNC, DNC, DSCC, NRSC, NRCC and DCCC.
- Attend fundraising events as appropriate and in coordination with the SVP.
- Collaborate with other real estate industry organizations on political matters of mutual interest.
- Represent NAA at various affiliate functions including but not limited to affiliate board presentations, affiliate hosted PAC fundraisers, etc.

POSITION QUALIFICATIONS:

Required

- 5-7 years experience in PAC management, political operations and grassroots advocacy.
- Demonstrated success in fundraising and grassroots recruitment.
- Detailed knowledge of campaign finance laws and Federal Election Commission compliance and reporting requirements.
- Self-directed and able to exercise high level of independent judgment.
- Strong management and problem solving skills.
- Ability to independently manage multiple projects and operational goals.
- Strong written and verbal communications skills. Ability to present and communicate to all levels of management and leadership.
- 20-30% travel and sometimes extended work hours.
- Bachelor's degree in political science, public policy, or related field or equivalent work experience.

Preferred

- Experience with PAC, grassroots program management software.
- Knowledge or experience in real estate industry advocacy.

Please send resumes, cover letter and salary history to Resumes@naahq.org. No phone calls, please. EOE M/F/H/V