

MANAGER, GOVERNMENT AFFAIRS

Current Incumbent: Open
Reports to: Dir. Of Gov. Affairs
Status: Full-Time, Exempt
Updated: 05/01/16

Department: Government Affairs
Direct Reports: 0
Indirect Reports: 0

SUMMARY OF POSITION:

The Manager of Government Affairs fields inquiries and project requests from members and serves as an information expert/point of contact for assigned issue areas.

PRINCIPAL ACCOUNTABILITIES:

- Monitors state and local government activity regarding assigned issues across all 50 states.
- Conduct state and local statutory and issues research. Provide federal legislative and issue research on an as needed basis.
- Proactively contact NAA affiliate government affairs liaisons in order to assist and facilitate legislative and issue research on their behalf.
- Serves as a policy expert and liaison to NAA Affiliates, and direct NAA members for assigned policy issues.
- Both proactively and upon affiliate request creates relevant documents, i.e. model legislation, talking points, white papers, reports, etc. on issues affecting the apartment industry.
- Provides legislative updates and briefings at affiliate board/membership meetings as needed.
- Creates and delivers presentations and policy overviews for NAA affiliates.
- Serve staff liaison to NAA Committees and Working Groups.
- Builds relationships with state and local national policymaker organizations and industry coalition partners by attending meetings and sharing policy related information.
- Manage the content and maintenance of the NAA State and Local Issues Website.
- Contribute written copy to various NAA publications.
- Assist in the development and implementation of the NAA Annual Capitol Conference and related government affairs duties at Education Conference and Association of Delegates.
- Administrative and other duties as assigned.

POSITION QUALIFICATIONS:

Required

- Bachelor's degree
- Three years of relevant experience
- Excellent internet, legal and legislative research skills
- Oral and written communication skills
- Ability to travel
- Proficiency in word, outlook, and excel

Preferred

- Background in environment and resource sustainability (energy and water)

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