

## MANAGER, PUBLIC POLICY

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### **SUMMARY OF POSITION:**

*The Manager of Policy serves as a subject matter expert to internal and external stakeholders on a designated portfolio of federal, state and local policy areas affecting the apartment housing industry. The Manager provides research, legislative analysis and other deliverables in support of advocacy as needed.*

### **PRINCIPAL ACCOUNTABILITIES:**

- Serves as a policy expert in designated portfolio of federal, state and local issue areas.
- Monitors legislative and regulatory activities by federal, state and local governments for issues within designated portfolio.
- Provides in-depth policy research, legislative analysis and strategic recommendations to NAA staff, affiliates and members as needed.
- Educates stakeholders – NAA staff, volunteer leadership, members, affiliates, policymakers, media and others – on issues within designated portfolio and articulates the apartment housing industry perspective.
- Develops content for purposes of education and advocacy. These can include, but are not limited to fact sheets, talking points, statutory research, model legislation, compliance or best practice guidance, oral presentations, content for NAA publications and video productions.
- Represents the apartment housing industry on educational panels with external stakeholders or other public facing forums on issues within designated portfolio as appropriate.
- Builds and maintains relationships with external stakeholders for the purposes of expanding expertise in designated issue areas.
- Serves as staff liaison to assigned NAA Committees and provides support as needed.

### **POSITION QUALIFICATIONS:**

#### ***Required***

- Bachelor's degree
- Three years of relevant experience in public policy, research or advocacy
- Familiarity with legislative and regulatory processes at the federal, state and local levels of government
- Strong public policy, legislative and regulatory research skills
- Excellent written and verbal communication skills, including public speaking, message development, and persuasive writing skills
- Team-oriented with strong collaboration skills
- Ability to work independently and balance projects with multiple deadlines
- Ability to travel

**Please send resumes, cover letter and salary history to [Resumes@naahq.org](mailto:Resumes@naahq.org). No phone calls, please. EOE M/F/H/V**