

DIRECTOR, FEDERAL LEGISLATIVE AFFAIRS

Department: Government Affairs

Reports to: Senior VP, Government Affairs

Status: Full-Time, Exempt

Updated: 09/05/18

Direct Reports: 0

Indirect Reports: 0

Telework/CWW Eligible: Yes/Yes

SUMMARY OF POSITION:

The National Apartment Association is expanding its federal advocacy efforts on behalf of apartment developers, owners, operators and their partners. To augment our lobbying capacity on Capitol Hill and before the Executive Branch, NAA is hiring two Directors of Federal Legislative Affairs. Each Director will have responsibility for all aspects of advocacy on a portfolio of policy issues. They will work collaboratively with policy specialists, marketing and communications staff, PAC and grassroots professionals and others to respond effectively to federal legislation and regulation and design and execute proactive federal advocacy strategies.

PRINCIPAL ACCOUNTABILITIES:

- Help to expand the voice of the apartment housing industry and advance NAA's legislative and regulatory agenda by:
 - Developing bipartisan relationships with members of Congress, their staff, federal agency staff, industry partners, coalitions and other stakeholders.
 - Representing NAAPAC at fundraising events for members of both political parties and both chambers.
- Track policy proposals – legislative, regulatory, third-party, etc. – impacting apartment developers, owners and operators.
- Collaborate with the NAA Government Affairs team to:
 - Analyze federal legislative and regulatory proposals for impacts on the apartment housing industry and develop the appropriate position and response to those proposals.
 - Develop and execute proactive strategies to advance NAA's federal legislative and regulatory agenda.
 - Create collateral materials to help explain the position of the apartment housing industry, including fact sheets, talking points, congressional testimony, news articles or other content.
- Serve as a resource for affiliated apartment associations within the NAA network NAA's federal legislative and regulatory agenda.
- Present before NAA's Legislative Committee, NAAPAC Board of Trustees, Affordable Housing Committee, Board of Directors, grassroots advocates and others as needed on federal legislative and regulatory issues.

POSITION QUALIFICATIONS:

Required

- Bachelor's Degree in a relevant field

- At least 5 years' experience in federal advocacy before Congress and the executive branch.
- Demonstrated ability to:
 - Quickly learn new and complex policy issues,
 - Articulate industry policy concerns and principles,
 - Communicate effectively in writing and verbally,
 - Work collaboratively within a team environment, and
 - Manage multiple projects at one time.
- A client-service, ROI mindset that focuses on delivering member value.
- A strong desire to help build something new.
- Ability to travel up to 20% of time, to include anticipated NAA meetings and political events.

Preferred

- Trade association experience

Physical Demands

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

Work Environment

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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