## **Director, federal legislative affairs**

**Department:** Government Affairs

**Reports to:**  Senior VP, Government Affairs  **Direct Reports:** 0

**Status:**  Full-Time, Exempt **Indirect Reports:** 0

**Updated:**  04/20/22 **Telework/CWW Eligible:** Yes

## **Summary of Position:**

The Director, Federal Legislative Affairs is one of three full-time legislative advocates for the National Apartment Association in front of Members of Congress of both parties. This individual ensures the voices of apartment developers, owners, operators, and their partners are heard by Federal legislators on myriad public policy concerns. Each Director is responsible for all aspects of legislative advocacy on a portfolio of policy issues and a set of state Congressional delegations. They work collaboratively with the public policy and regulatory affairs team, industry research and analysis professionals, marketing and communications staff, PAC and grassroots advocacy staff and others. Their overall mission is to proactively lobby on industry issues, respond to federal legislative proposals and educate members of Congress and their staff about the practice of rental housing development and operations.

## **Principal Accountabilities:**

* Expand the voice of the apartment housing industry and advance NAA’s legislative agenda by:
  + Developing relationships with members of Congress from both political parties, both chambers and their staff.
  + Collaborating with industry partners, issue coalitions and other stakeholders on ways to advance common policy interests.
  + Representing NAAPAC at fundraising events.
* Ensure the goals and objectives of the apartment housing industry are protected by:
  + Tracking legislative proposals impacting apartment developers, owners and operators.
  + Working with the public policy team to analyze the impact of policy proposals and developing the appropriate industry position and response.
  + Developing proactive strategies to advance NAA’s federal legislative agenda.
  + Contributing to the development of collateral materials including fact sheets, talking points, congressional testimony, news articles or other content.
* Engage affiliated apartment associations and members of NAA in advocacy by:
  + Serving as a resource on NAA’s federal legislative agenda.
  + Briefing NAA’s Legislative Committee, NAAPAC Board of Trustees, Affordable Housing Committee, Board of Directors, grassroots advocates and others as needed on federal legislative issues.
  + Identifying members with subject matter expertise on key policy concerns and recruiting them into advocacy efforts.
  + Encourage members and affiliates to interact with their Members of Congress and staff on behalf of the industry.

## **Competencies:**

1. Federal Advocacy Expertise 5. Technical capacity
2. Communication proficiency 6. Cultural Awareness
3. Organizational skills 7. Relationship Management
4. Critical Evaluation 8. Ethical Practice

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Travel:**

Some travel is expected for this position.

## **Required Education and Experience:**

* Bachelor’s Degree in a relevant field
* At least 8 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.
* Ability to travel up to 20% of time, to include anticipated NAA meetings and political events.

## **Preferred Education and Experience:**

* Capitol Hill, corporate advocacy, contract lobbying firms or 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.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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**