

Rogue Valley Association of REALTORS®
POSITION DESCRIPTION

Title: **Government Affairs Consultant**

Status: Independent Contractor

FLSA: Contracted (1099)

Reports to: Chief Executive Officer

Revision date: 11/02/2022

POSITION SUMMARY:

The Government Affairs Consultant is responsible for the advancement of the Rogue Valley Association of REALTORS® ("RVAR") policy objectives in the local legislative and regulatory arenas through high-level strategic leadership, identification of and engagement on legislative and regulatory opportunities and threats, utilization of expertise to inform the coordination of political and grassroots engagement in RVAR's advocacy efforts, and the forging of relationships with decision makers and other external stakeholders to advance RVAR's advocacy agenda.

ESSENTIAL FUNCTIONS/EXPECTATIONS:

- a. Monitor all pertinent local government activities in Jackson and Josephine Counties, including, but not limited to (1) County Government; (2) the municipalities (which include, but are not limited to: Medford, Ashland, Central Point, Phoenix, Talent, Shady Cove, Gold Hill, Eagle Point, Jacksonville, Rogue River, Grants Pass, and Cave Junction).
- b. Endeavor to develop strong professional relationships with elected officials, and key county and city staff throughout the region.
- c. Work with RVAR's Government Affairs Committee and PAC Trustees to analyze pertinent government activities and assess the potential impact on the real estate industry, the effect on property rights, and the ability to use land productively.
- d. In cooperation with the RVAR Government Affairs Committee, ensure that the RVAR Board of Directors is promptly and adequately informed of said activities, so as to operate effectively for its members, and for the members themselves to conduct their business.
- e. As requested by RVAR, and in fulfillment of the strategic local governmental goals, objectives and policies of RVAR, take all necessary actions to successfully execute RVAR's response to said government activities including, but not limited to, providing testimony at public meetings when requested by RVAR.
- f. Attend the annual the National Association of REALTORS® Legislative Meetings and NAR GAD Institute and, when scheduled, Oregon REALTORS® Legislative Conference, Government Affairs Directors Training, and/or Oregon REALTORS® REALTOR® Day at the Capitol, and assist RVAR with coordinating the participation of a delegation of RVAR members to attend REALTOR® Day at the Capitol.
- g. Help coordinate and promote local REALTORS® Political Action Committee (RPAC) activities which may include fundraising, development of questionnaires, candidate interviews, and educating the members on the value of RPAC.
- h. Become familiar with NAR grants, initiatives, and other programs that could be utilized at the local level.
- i. Assist RVAR with implementation efforts to mobilize members to communicate with elected officials regarding government activities.
- j. If approved by the Board of Directors, assist in designing, introducing, and passing legislation at the local level.

- k. Participate in and give reports (written or verbal as requested) at applicable meetings of RVAR. Meetings may include, but not be limited to, the Board of Directors, the Government Affairs Committee, and RVAR PAC Trustees.
- l. Work with the RVAR Communications Director to execute a periodic government affairs newsletter for use by RVAR with its general membership.

QUALIFICATIONS:

- Must have good interpersonal, public relations and communications skills, including the ability to make presentations and handle media inquiries.
- Self-motivated, highly resourceful team player with a positive can-do attitude.
- Prefer at least 3 years prior experience in issue advocacy and working with public officials.
- Ability to take complicated information and communicate it simply.
- Willing to commit for a one-year period or legislative cycle as a minimum.