



EAST TENNESSEE REALTORS®

East Tennessee REALTORS® Government Affairs and Policy Director

East Tennessee REALTORS® (ETNR) is a trade association representing more than 6,000 members across 12 counties in East Tennessee involved in all aspects of the residential and commercial real estate industries. The association is dedicated to building strong community partnerships in East Tennessee and advocating on behalf of its members by impacting public policy that affects the real estate industry on the local, state, and national levels.

Job Title: Government Affairs and Policy Director
Department: Government Affairs
Reports To: Chief Executive Officer, Chief Operating Officer

Position Summary: The Government Affairs and Policy Director leads the development and execution of the association's government relations strategy and serves as a key policy advisor to the association's Leadership Team and Board of Directors regarding all advocacy, legislative and regulatory initiatives. This includes, but is not limited to, monitoring and acting on local government policies related to real estate, interacting with elected and appointed officials and community organizations, overseeing fundraising initiatives for the REALTORS® Political Action Committee (RPAC), and engaging with the Tennessee REALTORS® and National Association of REALTORS® governmental affairs and policy staff.

Duties/Responsibilities:

- Maintain and advance the association's advocacy agenda in a non-partisan manner to support legislation, policy, and regulations that promote and protect a dynamic local real estate market and foster home ownership and investment opportunities for qualified purchasers of real property.
- Establish and maintain relationships with key government decision-makers, including elected and appointed officials at the federal, state, and local level.
- Advance the public narrative around the housing market and contributing to thought leadership by educating government officials and the public about issues and trends related to housing and real estate
- Serve as a key policy advisor to the association's CEO and Board of Directors on public policy issues related to housing and the real estate industry

- Staff Liaison to the association's Candidate Evaluation Task Force, overseeing the local political candidate vetting process and making staff recommendations regarding RPAC campaign contributions
- Manage and implement annual advocacy program to meet NAR Core Standards and East Tennessee REALTORS® strategic plan initiatives related to political advocacy and RPAC fundraising goals.
- Staff Liaison to the association's Public Policy Committee, working with committee chairs to identify and set issue priorities, strategies, and agendas.
- Serve as key communicator internally and externally on local REALTOR Party advocacy initiatives and opportunities, as well as relaying state and national advocacy news.
- Assist in the production of public policy research and analysis, such as generating housing market reports and producing policy briefs/blog posts
- Monitor, track, and act upon emerging and existing real estate regulatory issues. Prepare position papers, give testimony, and engage membership to take action.
- Identify and utilize NAR and State Association REALTOR® Party resources.
- Oversee the planning and execution REALTOR® Party events including the Legislative Luncheon, Day on the Hill, RPAC-a-thon, RPAC major investor and participation fundraisers, and 'meet the candidate' forums as the election calendar allows.
- Other duties as assigned.

Supervisory Responsibilities

In collaboration with the CEO and COO, the Government Affairs and Policy Director is responsible for overseeing the day-to-day activities of the Government Affairs Specialist, providing strategic direction and working together to support the goals of the Government Affairs department.

Competencies & Expertise

Ideal applicants will be:

- Highly detail oriented with an aptitude for analyzing complex policy/regulatory issues, and accurately identifying and assessing political nuances.
- Proactive with an analytical mindset and excellent writing, communication, and interpersonal skills
- Self-starter and ability to work both independently and collaboratively

Preferred Education & Qualifications

- Bachelor's degree in public policy, economics, political science, or related field
- 3+ years of political, policy, or regulatory experience; real estate and housing experience
- Knowledge of real estate and housing issues

Applications: To apply, interested candidates should submit a resume, cover letter, and two references to ETNR's Chief Executive Officer, Lyle Irish, at lyle@etnrealtors.com.