

Vice-President of Public Policy

The Naples Area Board of REALTORS® (NABOR) is currently looking for a full-time Vice-President of Public Policy. This person will report directly to the Chief Executive Officer.

The Vice-President of Public Policy monitors political, legislative, and regulatory issues affecting the residential and commercial real estate industries, advises the general membership and volunteer leadership of NABOR concerning these matters, advocates the REALTOR® position to local, state, and federal government officials, and manages the operations of the REALTORS® Political Action Committee (RPAC).

- The major responsibilities of the position consist of the following:
- Maintain a broad understanding of federal, state and local political issues affecting the real estate profession.
- Monitor Naples City Council, Collier County Commission and appointed committees of each to actively monitor local initiatives. Attend meetings as needed.
- Research and track proposed legislation concerning land use policy and the real estate profession in the Naples area.
- Assist the Association in determining positions on public policy, and promote these positions to various governmental bodies.
- Broaden members' awareness of political and policy matters through newsletters, calls-to-action, social media and presentations at membership meetings or other speaking opportunities.
- Promote grassroots political involvement by REALTORS® through online advocacy and personal engagement.
- Effectively utilize national, state and local resources to achieve the Association's goals including preparing REALTOR® Party grant applications in conjunction with planned Association activities.
- Create and execute a fundraising plan for RPAC including communications and special events.
- Ensure that all local RPAC accounting processes are in compliance with state and federal PAC rules.
- Serve as liaison to NABOR's Governmental Issues Committee and RPAC and provide staff support including preparation of agendas, minutes and other materials.
- Provide monthly updates to the Board of Directors.
- Attend general business, public policy and select RPAC-related local, state and national REALTOR® Association meetings.
- Plan and implement NABOR participation in Great American REALTOR® Days, in Tallahassee.

The successful candidate will have:

- A bachelor's degree in political science, public administration or a related field.
- 5+ years of experience in government and/or a governmental role in a trade association.
- Ability to work independently and as a team member.
- Excellent organizational skills and attention to detail.
- Demonstrated ability to develop and implement strategic and tactical plans for achieving public policy objectives. Familiarity with real estate profession issues is a plus.
- Strong communication skills, both verbal and written.
- Ability to establish and maintain effective working relationships with Association members and government officials.
- Experience in political action committee fundraising and management.

Compensation is commensurate with experience. Interested candidates should submit their resume along with a cover letter stating their salary requirements and a writing sample, on or before June 4, 2019. Those interested should submit their resume to marty@nabor.com.