

Political Programs Manager

The National Association of REALTORS® is a team of professionals dedicated to providing world-class service to over 1.5 million REALTORS® working in the United States and around the world. The real estate industry is fast-paced and fast-changing--each year, our members participate in the sale, lease, and management of billions of dollars in real estate. As in every industry, our members' value proposition is constantly being challenged by innovation.

It is our mission to help REALTORS® navigate that change and thrive in their careers. We cannot do that without the ideas, passion, and commitment from our talented employees. As our greatest assets, employees are offered their pick of competitive benefits/perks and flexible work options. NAR is certified as a Great Place to Work®. Our most successful employees are committed to our Core Values, which are:

Putting members first
Leading change
Advancing Diversity and Inclusion
Giving respect
Collaborating
Communicating

Location: Washington, DC

Position Summary

As part of the Advocacy group, the Manager of Political Programs will NAR's primary staff lead in engaging and maintaining relationships with government affairs directors for state and local REALTOR® associations. Reporting to the Director of REALTORS® Political Action Committee (RPAC), you will be responsible for strategically marketing NAR's wide array of advocacy tools and resources to state and local associations. Successful candidates will work across all of NAR Advocacy as well as with other NAR teams to ensure that NAR's grassroots engagement tools are modern and effective, ensuring NAR is in the best position possible to assist state and local REALTOR® associations in achieving their advocacy goals.

Duties and Responsibilities:

- Oversee NAR's interaction with the state/local REALTOR® government affairs directors community.
- Ensure state/local government affairs director engagement with NAR-facilitated events, communications and other activities.
- Manage NAR grassroots advocacy efforts, implementing and modernizing advocacy tools and resources.
- Analyze opportunities to make grassroots advocacy tools and resources available to state and local REALTOR® associations.
- Utilize grassroots advocacy analytics and data to inform overall strategy.
- Build and maintain relationships with state/local REALTOR® association government affairs directors and other advocacy staff.
- In partnership with NAR's Advocacy team, stay up to date on relevant policy issues, legislation and regulations.
- Provide subject matter expertise to ensure state/local grassroots messaging and collateral is relevant and aligns with organizational goals.
- Assist Political Advocacy Team with advocacy efforts and programs as a strategist and advisor, integrating experience to promote Political Advocacy grant programs to state and local associations.
- Collaborate across Advocacy Group as well as Member Experience, Engagement, and Legal Affairs Group to ensure Political Advocacy efforts as well as government affairs director information is shared to relevant NAR staff and leadership.
- Other duties, as assigned

Qualifications:

- At least 5 years of related experience in politics, campaigns, legislative advocacy, grassroots campaigns
- Ability to work collaboratively and develop partnerships with government entities, associations, site selectors and developers
- Exceptional communication skills—verbal, written, and presentation
- Highly organized; ability to multi-task and excellent follow-up and follow-through skills
- Results-oriented with high attention to detail, ability to multi-task, and meet deadlines in a dynamic, fast-paced team environment
- Ability to think in innovative ways to find solutions to problems
- Strong customer relations and interpersonal skills with a high level of response to all inquiries
- Ability to travel up to 30%

How to Apply: Apply online by visiting our Careers page at <https://www.nar.realtor/careers>

National Association of REALTORS® is an Equal Opportunity Employer (EOE/Minorities/Females/Vet/Disabled)