

## **North State Building Industry Association**

JOB TITLE: Legislative Advocate

DEPARTMENT/GRANT: Government Affairs

SUPERVISOR: Director of Government Affairs

### GENERAL JOB DESCRIPTION

The North State Building Industry Association's Governmental and Public Affairs department works on behalf of the industry as a whole, including trades and professions. The department advocates for public policies that promote a healthy building climate so that well planned communities continue to grow, ensuring the region's housing needs are met.

The BIA works closely with local government staff and elected officials to help mold the policies and their impact on our members. The position requires an individual with governmental, political and public affairs experience who can conduct research, work through complex policy issues and advocate by collaborating with association members and policy makers and their staffs.

Reporting to the Director of Governmental and Public Affairs, the Legislative Advocate will help guide policy development strategy, political action and public affairs messaging while articulating the BIA's interests with elected leaders, BIA members and the community.

The Legislative Advocate is a relationship builder with flexibility and focus. They require excellent writing/editing and verbal communications skills. Must respect deadlines, and be flexible enough to work in a fluid environment that responds to changing political circumstances. Should have a strong track record of accomplishing goals and be able to manage a variety of tasks and objectives to achieve results. They must be able to work independently while also taking direction.

### PRIMARY RESPONSIBILITIES (list 3-8)

- Develop and build relationships with policy decision makers
- Attend local government meetings and represent the BIA publically when appropriate (providing public testimony or public comments).
- Closely monitor policy and political changes on local jurisdictions and work with key governmental staff to provide the BIA's thoughts and concerns on potential policy changes affecting the industry.
- Work collaboratively with all internal BIA constituent groups, including staff, board members, volunteers, donors, program participants.
- Develop relationships with the association community to create awareness and value of the industry and the BIA.
- Work closely with state or federal association staff on issues of mutual concern.
- Work with the political action committee and advise on endorsements and donations to candidates

- Other duties as assigned.

#### REQUIREMENTS

- Education: Bachelors Degree
- The BIA offers a competitive salary, 401(k), medical and dental benefits and a positive work environment.

#### DIRECT REPORTS

None

Interested candidates should send resume, three writing samples and references to [chris@northstatebia.org](mailto:chris@northstatebia.org)