



## **GOVERNMENT AFFAIRS SPECIALIST**

The Saint Paul Area Association of REALTORS® (SPAAR), which serves more than 7,300 members in 12 Twin Cities metro area counties at its St. Paul, and Coon Rapids locations, seeks a Government Affairs Specialist. This regular, full time position is part of a Government Affairs team and reports directly to the Chief Executive Officer (CEO).

### **Role Responsibilities**

The Government Affairs Specialist supports SPAAR members' interests by fostering relationships with local units of government, coordinating activities with other REALTOR® organizations and serving as a staff liaison to SPAAR's Government Affairs, REALTOR Political Action Committee (RPAC) and Young Professionals' Network (YPN) committees. Responsibilities include:

- Advocate and implement the public policy positions of the board of directors and position the organization and industry in the public realm.
- Monitor SPAAR Territory (200 cities) government minutes and agendas.
- Direct issue advocacy, especially by coordinating the implementation of city/county programs.
- Maintain knowledge base of all relevant industry and REALTORS® issues.
- Survey, screen, and provide information to members selecting candidates to support for elected office.
- Respond to member public policy or statistical requests.
- Represent SPAAR at relevant chamber and other outside community meetings.
- Host City Programs in partnership with local governments.
- Utilize NAR's Aristotle RPAC management system to run reports assisting members in the collection of RPAC funds.
- Prepare and file MN Campaign Finance and Public Disclosure Board Compliance lobbyist and lobbyist principal reports.
- Develop new ways to increase member participation in RPAC.
- Implement the REALTOR® candidate selection process by facilitating candidate screenings, questionnaires, and interviews to endorse and support candidates for public office.
- Plan, market, and host multiple events as directed by the committee, including the Biggest Tuesday Sales Meeting Ever and multiple other YPN development events.
- Attend and support member participation in State and National Association meetings as directed.
- Compile Governments Affairs related annual NAR Core Standards certification information.
- Maintain lobbyist registration.

### **Preferred Experience**

- 1-3 years' experience in a lobbyist, local government staff or advocacy roles.
- Experience planning and implementing advocacy campaigns.
- Field work, fundraising experience, PAC familiarity a plus.
- Able to collaborate across issues with association staff.
- Adept at managing and building strong relationships with members, local governments, media and the real estate industry.
- Strong verbal and written communication skills.
- Bachelor's degree in political science, public policy or communications preferred.

## **SPAAR Benefits**

- Health insurance plan
- Dental/Vision plans
- Short and long term disability
- Life Insurance plan
- Pension contribution
- 401(k)
- Paid Time Off
- Ongoing training opportunities

## **Application Process**

To apply, submit a cover letter and resume to [HR@spaar.com](mailto:HR@spaar.com). Principals only please.