

**Assistant Director of Government Affairs
for the
Home Builders Association of Metro Portland**

Position Title: Assistant Director of Government Affairs

Reports to: Director of Public Policy and Government Affairs

Summary of Position: Supports our association's visible and proactive engagement with the various jurisdictions in our area at both the elected and staff levels. Responsible for helping develop and implement industry policy and positions, issue research and support, grassroots advocacy and political action candidate support. Specific geographic areas of direct responsibilities currently include: Clackamas County, E. Multnomah County and Hood River County. All work under the direction of the Director of Public Policy and Government Affairs, the CEO and in accordance with Board approved goals and policies.

Overview of Responsibilities:

- Develop consistent and regular relationships with elected leaders and key planning and development staff at cities and counties to help proactively influence land use, development and housing policies and regulations.
- Coordinate our review, endorsement and support of City, County and Metro candidates in prioritized races, with specific emphasis on identifying and vetting candidates in the geographic areas of responsibility listed above.
- Track jurisdictional meetings/issues and monitor for appropriate HBA staff / member involvement. Represent HBA at meetings where appropriate/needed.
- Effectively advocate on a wide range of development and building issues. Includes preparing written comments and testifying before elected bodies.
- Serve as HBA representative on various technical advisory committees and work groups.
- Work to increase member funding support for HBA's legal defense fund (BILD Fund) and HBA's Political Action Committee (PAC) through direct contributions, build projects and special events.
- Work to engage members and other stakeholders, including neighborhood CPOs, land use organizations and supportive advocacy organizations on our issues.
- Prepare background research and work to create and gain consensus on HBA policy Papers on identified housing, growth and related issues.
- Track and report various development and building fees and regulations and help us provide effective notice to our members of changes affecting them. Assist in review of fees and regulations.
- Work with communications and admin support to ensure HBA advocacy and political action work is communicated to members and externally to key public stakeholder groups.

Qualifications:

- Understanding of governmental processes and how to successfully interact within them.
- Knowledge of housing and development issues, political systems/relationships in our region, political campaigns, and/or state and local ordinances and regulations affecting our industry will make for a stronger candidate.
- Good written, oral and research skills.

- Ability to collect information, synthesize and create summaries that are understandable by those not as familiar with our issues.
- Communications skills, especially related to using social media, print and video effectively to communicate advocacy positions and the value in our work.
- Have an appearance/attitude that represents HBA in a professional manner and that is respected by those in support of our issues as well as those in opposition.
- Must be able to fully support the goals, policies and values of our association especially as it relates to housing issues.
- After hours work required, usually periodic weeknights, in addition to normal business hours.
- Able to achieve objectives in cooperation with other staff, committees, and members.

Experience/Educational Requirements: Four-year college degree in political science, public administration, communications or other relevant field preferred. Four years of professional experience with at least two years' experience working in government relations, lobbying, political action or related field. Experience in residential construction, land use or government permitting process strongly preferred and may substitute for other experience requirements.

Compensation and Benefits: Full-time, salaried, exempt position. Base salary commensurate with experience. Association offers a 401(k) with employer match, medical/dental/vision insurance, long and short-term disability, and other benefits to qualified employees.

Summary of HBAMP: local non-profit trade association representing the residential building and remodeling industries in the metropolitan Portland area (includes six counties). Association has approximately 1300 members, a staff of 17, and a \$5 million annual budget. Major activities include consumer shows, political and government affairs work, educational and certification programs, networking activities and events, and public interest and relations efforts. HBAMP is affiliated with state (OHBA) and national (NAHB) home builders associations. We also have our own charitable foundation that focuses on workforce development and supportive housing for transitional homeless.

People will do well in our work environment who: Have an interest in and are able to support the values/needs of land development, home building and remodeling. Enjoy an active, event-oriented environment. Can work in an office where there is regular activity and member/staff interaction, even when it may be a little disruptive. Believe in the value of collectively working with staff and members to achieve goals, even when this may slow down the process. Able to work in an environment where priorities and responsibilities are laid out in general but need to be adapted to changes in needs or demands of the day/week.

Application Requirements: Please include a cover letter that addresses your interest in the position and that also addresses the position requirements listed above. Direct application and resume submissions to:

Home Builders Association of Metropolitan Portland
 Attn: Ryan Makinster
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 Lake Oswego, OR 97035
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