Coastal Association of REALTORS®, Government Affairs Director, (GAD)

Status: Full time | **Reports to:** Chief Executive Officer

Location: Berlin, Maryland | **Service area:** Somerset, Wicomico, and Worcester counties

Position Summary

The Coastal Association of REALTORS® (CAR) serves more than 1,000 members on Maryland's Lower Eastern Shore. Reporting to the Chief Executive Officer (CEO), the Government Affairs Director (GAD), leads advocacy activities that advance CAR's approved priorities and represent REALTORS® and property owners.

The GAD, monitors public policy, builds government and community relationships, supports the REALTOR® Political Action Committee (RPAC), and keeps members informed. The position works with Maryland REALTORS®, the National Association of REALTORS® (NAR), CAR leadership, and staff to provide timely information, dependable follow-through, and effective representation.

Government Relations and Advocacy

Monitor county and municipal agendas, proposed ordinances, hearings, meeting minutes, and legislative actions throughout the three-county service area; track relevant state and federal developments in coordination with Maryland REALTORS® and NAR.

Track advocacy issues from identification through final action, including septic and sewer requirements, water infrastructure, land use, zoning, rental policies, and housing affordability. Record hearing dates, CAR's approved positions, assigned actions, follow-up, and outcomes; promptly flag deadlines and emerging concerns to the CEO.

Attend relevant government meetings and hearings; prepare testimony, talking points, and correspondence; and represent CAR's approved positions as authorized by the CEO and association leadership. Build relationships with elected officials, government staff, regulators, housing organizations, and community partners. Maintain current contacts and document communications, commitments, and follow-up in GrowthZone.

Coordinate legislative meetings, candidate forums, and advocacy events. Send official invitations early, confirm attendance, and manage recognition requests, including proclamations and mayoral recognitions, by applicable deadlines. Support Calls for Action, REALTOR® Party grants, the Broker Involvement Program, and NAR advocacy resources.

RPAC and Political Engagement

Develop and carry out an annual RPAC plan with the CEO and RPAC Committee, including investment goals, member participation, investor recognition, renewal outreach, and fundraising activities.

Coordinate candidate questionnaires and interviews, document committee recommendations and approved decisions, and administer authorized political contributions through the appropriate association and RPAC processes.

Reconcile RPAC investment records with finance staff and Maryland REALTORS®. Maintain current investor lists, track goals and participation, and arrange timely approved publication of recognition lists, acknowledgments, and award submissions. Follow applicable reporting requirements and established procedures.

Committee Support and Member Communications

Serve as liaison to the Advocacy, RPAC, and Rentals Committees. Prepare agendas and supporting materials with chairs and distribute them before meetings by established deadlines. Arrange speakers, prepare minutes promptly, and track assignments and decisions through completion.

Submit a written government affairs report to the CEO each week and prepare CAR's weekly member advocacy update for review and publication on the CAR newsletter. Report meetings attended, issue status, actions taken, deadlines, and next steps. Alert the CEO immediately when an issue cannot wait for the weekly report.

Provide timely Board and committee reports covering advocacy issues, RPAC progress, upcoming meetings, and decisions needed. Prepare monthly housing and market reports using reliable data, explain local trends, and coordinate publication with communications staff.

Coordinate newsletters, website updates, social media, and member education with the Education and Communications Director. Keep advocacy content, government meeting links, and resource information current; verify facts and sources before submission. Develop local media relationships, support CAR's public and community relations, and coordinate advocacy-related earned media and public statements with the CEO.

Administration and Accountability

Assist the CEO with budgets, an annual government affairs work plan, grant applications and follow-up, and documentation of applicable NAR Core Standards activities and outcomes.

Use GrowthZone and CAR's designated systems consistently for contacts, activity notes, committee records, tasks, and follow-up. Keep shared files and calendars current so the CEO and authorized staff can locate records and continue work.

Manage recurring duties and deadlines independently. Provide proactive status updates; raise barriers early and recommend next steps. Protect confidential information and perform other related duties assigned by the CEO.

Qualifications

Bachelor's degree in a related field or equivalent relevant education and experience preferred. Three or more years of government affairs, public policy, legislative, campaign, or association experience preferred.

Ability to interpret legislation, regulations, ordinances, and government meeting materials and explain their practical effects clearly. Knowledge of housing, land use, real estate, and private property issues preferred. Strong writing, public speaking, interpersonal, and relationship-building skills; professionalism with elected officials, members, media, and volunteer leaders.

Demonstrated initiative, organization, accuracy, and reliable follow-through. Ability to manage competing deadlines and work independently and collaboratively. Proficiency with Microsoft 365 and willingness to learn and consistently use GrowthZone and CAR's reporting systems.

Work Environment

Based at CAR's Berlin office, with regular travel throughout Somerset, Wicomico, and Worcester counties; evening meetings, occasional weekend activities, and travel to state and national meetings and conferences. Duties include computer work, document review, communication, and event attendance. Essential functions may be performed with or without reasonable accommodation.

Compensation and Benefits

Starting annual salary: $55,000, with eligibility for a salary increase of up to $5,000 after 120 days, based on performance, bringing the annual salary to as much as $60,000. The increase is based on performance, not guaranteed.

Health coverage: Full individual health insurance coverage.

Paid time off: Annual PTO accrual is 15 days for new employees through year one, 20 days in years two through four, 25 days in years five through fourteen, and 30 days beginning in year fifteen. Accrual begins on the first day of the month following the month employment begins. PTO may be used for vacation, personal time, or sick leave once accrued. Unused PTO may carry over, subject to a maximum unused balance of 60 days.

Holidays: CAR's paid holiday schedule includes New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day, and New Year's Eve. Eligibility and observance follow CAR's personnel policy.

How to Apply: Interested candidates should send a résumé to Bernie Flax, CEO, at bernie@coastalrealtors.org.