



Government Affairs Director

About CWHBA

For over 65 years, the Central Washington Home Builders Association (CWHBA), a 501(c)(6), has served as the leading not-for-profit trade organization dedicated to residential construction and remodeling in Central Washington. The CWHBA works with government, public, business, and community organizations in six counties – Yakima, Klickitat, Kittitas, Chelan, Douglas, and

Okanogan. It is an affiliate of the Building Industry Association of Washington (BIAW) and the National Association of Home Builders (NAHB).

We're not just home builders. Our membership includes a diverse range of builders and supporting businesses and industries who work together in developing communities for Central Washington – present and future. The CWHBA, leadership and members alike, are dedicated every day to meeting the varied needs of our region's communities. We remain dedicated to seeing responsible and ethical home building practices conducted with professionalism, honesty, and integrity.

CWHBA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Position Summary

Responsible for directing and implementing a comprehensive, proactive government affairs strategy that advances the residential construction industry and priorities. Communicates issues and concerns to members, government officials and the public on matters that affect the industry. Serves as the association's principal liaison to elected officials at all levels.

Accountability

Reports directly to the Executive Officer.

Duties & Responsibilities

Strategy & Alliance Development

In collaboration with the Executive Officer, Government Affairs Committee, and the AHCCW, develops and manages association strategy for strengthening relationships with elected officials and government agencies and increasing their understanding of and support for CWHBA and the home building industry.

- Works with association leadership to identify priority legislative and government relations issues for the association. Communicates and advocates association priorities to local, regional, state and national elected officials and staff.
- Coordinates government relations strategy with other relevant stakeholders, including but not limited to state and national associations, realtor's associations, chambers of commerce, community organizations, employee unions, and government relations staff

from other agencies and industry. Engages internal and external constituents in support of the association's government relations agenda.

- Develops supporters and political alliances with the service area communities to advocate on behalf of CWHBA. This includes but is not limited to retirees, volunteers, and coalition partners. Organizes and collaborates with partners to lobby around specific legislation, including political organizing.
- Acts as a liaison to BIAW's Government Affairs Department, coordinating with members to assist with state legislative activities, including, but not limited to: Annual Hill Day, Legislative Session weekly calls, various grassroots "Calls to Action", and state meetings. Attend BIAW and NAHB meetings, as applicable.

Plans budget for government relations activities. Responsible for filing Public Disclosure Commission reports through the ORCA state database and staying current with Public Disclosure Commission requirements for Political Action Committees.

Advocacy & Communications

Monitors legislation and policy activities, updates and advises association leadership and staff about relevant policy proposals and actions, and works with association staff to analyze potential impacts on the industry. Communicates with the association community to inform them of relevant government issues.

- Provides primary staff support to the Government Affairs Committee of the Board, the AHCCW, and other groups as determined under the direction of the Executive Officer. As the staff liaison, responsibilities include preparing minutes, writing correspondence, and drafting articles for the public relations and member publications.
- Provides technical assistance and support to association members and staff on government relations issues. Advocates for CWHBA programs that are impacted by local policy, municipal budgets, and Revised Code of Washington changes.
- Develops a wide range of materials in support of the association's government relations agenda, such as talking points, press releases, legislative summaries, factsheets, testimony, reports, and letters. Works with association staff and/or contracted support teams to develop relevant public relations materials and social media campaigns.
- Plans and implements events and other activities to support the association's government relations goals, such as town halls, listening sessions, news conferences, jobsite visits, and meetings. Executes lobbying events in accordance with campaign plans. Coordinates political fundraising events and promotes member giving to the local Affordable Housing Council of the Central Washington Home Builders Association (AHCCW).

Position may perform all or some of the responsibilities above and all positions perform other related duties as assigned.

Preferred Qualifications

The job of Government Affairs Director is analytical and action-oriented, requiring a Bachelor's degree in political science, public affairs, public relations, communications or related field. Relevant experience may substitute for the degree requirement on a year-for-year basis. Two years of progressively responsible, professional experience in government relations and/or public policy is preferred. Valid driver's license is required.

Education

Bachelor's degree in Political Science or related field and two years of professional level public policy experience; or an equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

Knowledge

Local, state, and federal legislative and executive processes; building code; public affairs principles and practices; project management and planning principles and practices.

Desired Skills

- Developing and maintaining relationships with public officials, boards of directors, and staff as well as external individuals and groups
- Analyzing and interpreting legislation and policy documents
- Legislative advocacy, negotiation, and persuasion
- Communicating complex concepts through oral and written mediums
- Preparing a variety of written communications such as reports, testimony, and factsheets
- Planning and organization
- Attention to detail and strong follow-through
- Critical and strategic thinking
- Event planning and coordination
- Working independently, as well as with teams
- Working with people from diverse academic, cultural, and ethnic backgrounds
- Utilizing computer technology for communication, data gathering and reporting activities

Work Environment

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Frequent regional and state travel is required. Working hours may vary and occasional evening and weekend work is required. Estimated percentages of the way the job would be performed are as follows but actual performance may require significant variance: General Office – 50%; Off-Site/Local Travel – 50%

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maneuvering successfully, which may include sitting/standing/walking/riding for extended periods in all weather conditions.
2. Safely maneuvering residential construction sites per OSHA guidelines.
3. Periodic lifting/carrying/transporting of materials more than 40 lbs.
4. Extended periods of time

Compensation

Starting salary DOE. Health, vision, and dental insurance (employee coverage 100%); IRA Simple Plan retirement; life insurance; progressive paid time off (PTO); and paid holidays.

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Contact

Please submit a resume and cover letter expressing your interest in and qualifications for the position to M. Lindsay Brown, CWHBA Executive Officer: lbrown@cwhba.org