

Government Affairs Associate

MIBOR REALTOR® Association is looking for a dedicated professional to join our team as Government Affairs Associate in our Government and Community Relations Department. You will contribute to a vibrant member service organization and work in a dynamic and professional team to achieve overarching association goals, assisting with issue advocacy efforts including member education, engagement and mobilization, and assist with coordinating the activities of the association political action committee (RPAC).

MIBOR prides itself on being a collaborative and respected trade association with a strong investment history in the communities we serve. MIBOR is on the cutting edge of technology and innovation and offers access to a strong network of local, state, and national resources across the United States.

Key Responsibilities Include:

- Manage REALTOR® Political Action Committee (RPAC) records, reporting and analysis activity
- Coordinate RPAC recognition activity including distribution of awards, pins and other benefits per investment level
- Monitor local legislation and political activity through news sources, websites, etc.
 - Produce daily 'clips' report with most pertinent news, links to articles, council agendas and other details
- Assist with RPAC fundraisers, political events, and member engagement activities
- Assist with candidate evaluation process including candidate list development, questionnaire distribution and endorsement checklist to ensure all candidates receive materials and checks in a timely fashion
- Assist with session preparation for MIBOR Real Estate Academy of Leadership (REAL)
- Provide communication support for member engagement for entire department
- Assist with special projects and research activity

Qualifications:

- Interest in the local political and election process, government responsibilities and functions
- Excellent communication skills, written and verbal
- Detail-oriented, well-organized
- Commitment to exceptional service
- Ability to occasionally work irregular hours – some evening events a few times per year

Reports to:

Senior Vice President of Government and Community Relations. Works closely with Director of Political Affairs and Engagement, Economic and Community Development Liaison, and Research Analyst.

Benefits:

- Health, Dental, Disability, Life Insurance
- 401k with employer match
- Competitive salary structure with bonus opportunity

The MIBOR REALTOR® Association is a professional trade association that serves approximately 8,500 REALTOR® and affiliate members in 12 central Indiana counties. REALTORS® strive for an efficient marketplace with vibrant communities. MIBOR works to empower members through collaboration and advocacy to make central Indiana a great place to call home.

If you are looking for a position where you will have a positive impact, if you want to be a part of a vibrant and energetic team in an amazing city, please submit cover letter, resume and salary requirements to chrispryor@mibor.com.