**Community Associations Institute**

**Join our Team!**

Community Associations Institute (CAI), the leading international authority in community association education, governance, advocacy and management, was recognized as one of the top 50 “Best Nonprofits to Work For” by Best Companies Group in 2018.

**Manager, State and Local Affairs**

Serving more than 39,000 members, CAI seeks an energetic, self-motivated professional to join a fast-paced, collaborative and highly-productive government affairs team.

**Purpose of Job**

Serve as a key member of the government affairs team by managing the state and local advocacy efforts and working with volunteer advocates across the U.S.

**Responsibilities**

* Develop and manage advocacy strategies and campaigns
* Create talking points and issue papers to support public policy positions
* Track and analyze legislation
* Research and analyze data to support public policy positions
* Make presentations to chapters, volunteers, and legislators promoting policy positions
* Create and uphold positive working relationships internally and with members, legislative sources and allied organizations

**Required Knowledge, Abilities and Experience**

* Bachelor’s degree in political science, liberal arts, communications, or related field
* 2 to 4 years’ experience in government affairs
* Comprehension of legislative and executive systems at the state and local level
* Strong writing skills with the ability to articulate messages to different audiences
* Ability to understand, analyze and summarize complex legislative issues
* Ability to work cross functionally with volunteers, chapters, and staff
* Ability to prioritize and effectively execute tasks

**Preferred Knowledge and Experience**

* 1 to 2 years working as state or federal legislative staff
* Experience working for a trade association
* Advanced degree

During the past 40 years, CAI has been continuously recognized as “The Best Workplaces for Commuters” and received numerous workplace awards that give the organization and its employees high marks for success. We offer a competitive compensation and benefits package, flexible work arrangements and have been voted one of the top 50 places to work in Virginia! Our office is located minutes from DC in the heart of Falls Church with a free shuttle bus to the East Falls Church Metro and is a few miles away from the route 50 exit off I495.

Interested candidates should send a cover letter, resume, salary requirements and a writing sample to [jobs@caionline.org](mailto:jobs@caionline.org). Submissions that do not include salary requirements will NOT be considered. Candidates ONLY--no calls from staffing firms please. Community Associations Institute (CAI) is an equal opportunity employer.

Department: Government & Public Affairs

Location: Falls Church, VA

Travel: 15%