



Position Description:

Title: Director, Government & Public Affairs
Supervisor's Title: Vice President, Government Relations, Public Affairs & Legal
Supervisor's Name:
Department: Government & Public Affairs
FLSA Status: Exempt
Revision Date: July 2025

Job Summary *(In just a few sentences, describe the purpose of this position):*

- Serves as a lead state advocacy staffer for an assigned regional portfolio, providing direct support to state Legislative Action Committees (LACs), chapters, and volunteers. This position is responsible for tracking and analyzing legislation and regulations, coordinating lobbying efforts, managing strategic advocacy communications, and ensuring compliance with CAI's policy objectives. The Director collaborates with internal teams, external consultants, and state-level volunteers to build effective grassroots programs and strengthen CAI's advocacy presence.

Primary Duties *(Describe, in order of most critical first, the major job responsibilities for which the incumbent will be held accountable):*

- **Legislative Action Committee Support and State Advocacy**
 - Serve as a primary staff liaison and strategic advisor to assigned state LACs within either the Eastern or Western U.S. region.
 - Track, analyze, and provide strategic recommendations on legislation and regulatory actions affecting community associations.
 - Coordinate advocacy strategies with volunteer leaders and state lobbyists, including bill drafting, testimony, and legislative visits.
 - Manage LAC communications, meeting agendas, minutes, and ensure compliance with CAI policies and IRS requirements.
 - Organize and support Day at the Capitol events, advocacy town halls, and stakeholder briefings.

- Assist with PAC fundraising strategy, recordkeeping, and execution of political giving plans.
- Support grassroots initiatives necessary to achieve state advocacy goals and build relationships in assigned states.
- Engages constituents and advocates inside and outside of the Institute to support the Institute's state advocacy agenda.
- **Public Policy Development & Communications**
 - Draft legislative alerts, fact sheets, talking points, position statements, and reports to support state advocacy and legislative action committees.
 - Assist in the creation, updates, and promotion of CAI's public policy positions and model legislation with a regional lens.
 - Assist in the identification and resource development of CAI's state priority issues.
 - Assist in the development and maintenance of reporting tools and metrics for individual state legislative action committees and organization success to demonstrate the organization's efficacy to all members and stakeholders.
 - Collaborate with the Communications team to promote legislative outcomes and grassroots campaigns.
 - Maintain regular communication with LAC volunteers, members, and government affairs stakeholders.

Inter-Departmental Relationships *(Briefly describe how this position must interact with other departments):*

- Coordinate with fellow Directors and the VP of Government & Public Affairs to ensure cohesion across regions.
- Participate in departmental strategic planning and development of national programs, such as the Advocacy Summit.
- Support training and onboarding of new volunteers and staff as needed.

External Relationships *(Briefly describe the types, purposes, and relationship with organizations and/or individuals outside the organization):*

- Director, Government & Public Affairs – Regional Assignment: Oversees legislative affairs in the region assigned.
- Assignments subject to change based on organizational needs.

Critical Products/Services and Deadlines *(Briefly describe standard, major work products or services and their associated deadlines or timetables):*

Fiscal Responsibility *(Briefly describe all budget, revenue, acquisition or other types of financial responsibility):*

- None

Supervisory Responsibility *(List all positions supervised):*

- Manager, Government & Public Affairs

Required Background:

- Education:
 - Bachelor's degree in political science, public policy, or related field required.
 - JD preferred.
- Skills:
 - Proven ability to manage multiple legislative campaigns and priorities across different states.
 - Excellent communication skills, both written and verbal, with political and policy audiences.
- Type Experience:
 - Experience working with volunteers and familiarity with nonprofit or trade association structures.
 - Ability to travel up to 25%.
- Years Experience:
 - Minimum 5 years of experience in state government affairs, legal policy, or advocacy roles.