

**ASSOCIATED BUILDERS AND CONTRACTORS  
OF METRO WASHINGTON  
DC OFFICE**

**Associate Director of Government Affairs**

**POSITION SUMMARY:** The Associate Director of Government Affairs has overall responsibility for monitoring and tracking legislative and administrative activity within the District of Columbia (DC). The Associate Director needs to be knowledgeable about program goals in order to develop legislative strategies, regulatory frameworks and a pro-building environment within the District. The Associate Director must build strong relationships internally with other ABC staff directors in membership, education, marketing, workforce development and programs departments. The Associate Director will be expected to establish/build relationships with elected and regulatory officials along with staff supporting these individuals.

**REPORTS TO/ACCOUNTABLE TO:** Director of Government Affairs

**LIAISON TO:** DC Legislative Committee

**PRIMARY DUTIES:**

1. Review DC Council calendar to determine the schedule for hearings, work sessions and public roundtables with interest to the chapter and its membership.
2. Provide testimony to the City Council on issues impacting the construction industry when/if required based on the actions of the committee or the board of directors.
3. Attend meetings of the City Council, Special Task Forces and regulatory bodies with oversight or of interest to the chapter and the construction industry.
4. Assist in political action and education efforts when appropriate. Support efforts such as voter registration and education to expand the chapter's political effectiveness in the District.
5. Arrange and, where appropriate, participate in meetings with individuals within the Executive, Legislative and Judicial branches of the District government in addition to community groups/elected bodies.
6. Develop and grow relationships with agency heads and key points of contact within the regulatory bodies whose decisions affect the construction industry.
7. Represent the chapter at other trade association and industry groups on issues related to the construction industry.
8. Expand the chapter's involvement at the grassroots level by working with faith-based organizations, advisory neighborhood commissions (ANC's) and other

recognized groups. This includes, but is not limited to, attending meetings, work sessions and providing feedback to these groups.

9. Work with government and community entities to identify and support community service initiatives which are in the best interest of the chapter and the membership.
10. Serve as a resource to ABC members who have questions or need assistance complying with laws and regulations in the District of Columbia.
11. Serve as the liaison to the DC Legislative Committee. Coordinate with the committee chair in developing a meeting agenda, provide the necessary information to be discussed at the committee meeting and draft and distribute minutes from the meeting in a timely fashion.
12. Organize members to communicate with DC elected officials and have them testify at public hearings when necessary.
13. Attend association events/functions and perform duties, on site, as assigned.

#### **SUPERVISION RECEIVED:**

Operates under the supervision of the Director of Government Affairs and is expected to perform all responsibilities related to the position's basic functions without direct supervision but in communication with the Director related to these responsibilities.

#### **KNOWLEDGE BASE AND SKILLS:**

- Strategic and long-term planning capabilities.
- Marketing, promotional and presentation skills.
- Writing and verbal communications skills.
- Client relationship skills.
- Experience working with government officials.
- Experience in reading, drafting and tracking legislation.
- Knowledge of election laws, campaign finance and the local political process.
- Proficient with Microsoft Office.
- Member service outlook and capability.
- Self-driven and able to work independently.
- Knowledge of construction industry.
- Ability to manage others.

#### **EXPERIENCE REQUIRED:**

- 3-5 years related work experience, preferably within the construction industry.
- B.A./B.S. degree in related field.
- Lobbying experience preferred.