



## **Director of Government Affairs (Beltsville, MD)**

June 27, 2025

### **ABC OF METRO WASHINGTON CHAPTER**

**Position Title:** Director of Government Affairs

**Location:** Beltsville, MD

**Reports To:** President/CEO

**TO APPLY:** Submit your cover letter and resume in .pdf format to Dan Bond, President & CEO, ABC of Metro Washington, [dbond@abcmetrowashington.org](mailto:dbond@abcmetrowashington.org).

### **Job Summary:**

Are you ready to make a positive impact on communities in the DC Metro Area? The Associated Builders and Contractors of Metro Washington (ABC of MW) is looking for a Director of Government Affairs. This position will lead the development and implementation of strategies to advance ABC of Metro Washington's (Chapter) legislative and regulatory policy priorities in Maryland and the District of Columbia. The Director of Government Affairs position will direct and manage the Association's government affairs activities in the state of Maryland and the District of Columbia.

Staff Liaison to:

- DC Legislative Committee
- Montgomery County Legislative Committee
- Prince George's County Legislative Committee
- Maryland Joint Legislative Committee

**ABC of Metro Washington Mission:**

To protect and enhance the merit shop philosophy within the construction industry, to advocate for the industry, promote member excellence in safety, and to engage members to succeed in a changing marketplace.

**ABC of Metro Washington Vision:**

ABC of Metro Washington is the pre-eminent advocate for fair and open competition and the merit shop philosophy, and the premiere construction association in the metropolitan Washington, DC area.

**ABC of Metro Washington Core Values:**

- ABC values the free-market system as the basic premise of economic freedom.
- ABC believes in open and fair competition.
- ABC values a commitment to continually strive to attain the highest standards of performance in business and construction.
- ABC believes in strength in diversity and inclusiveness.
- ABC values personal and corporate integrity and trust.
- ABC values industry and personal professionalism.
- ABC values good corporate citizenship.
- ABC values lifelong learning and a commitment to developing the future and current workforces.
- ABC values good stewardship and fiscal responsibility in the leadership and management of the association.

**Essential Functions:**

- Oversee all legislative activity statewide for the Maryland Joint Legislative Committee.
- Serve as staff point of contact and manage legislative activity for the Chapter through the actions of the MD Montgomery and Prince George's County and District of Columbia legislative committees.
- Analyze relevant local and state regulatory and legislative initiatives to determine impact on ABC members, in collaboration with legislative committees, and recommend and direct appropriate actions.

- Lobby for Chapter on issues of importance for the merit shop construction industry at local and state levels of government.
- Draft testimony and arrange for ABC representatives to appear at public hearings and work sessions.
- Serve as the staff point of contact and oversee the activities of the Maryland and DC Political Action Committees (PACs).
- Coordinate the ABC National Free Enterprise Alliance (FEA) fundraising efforts in conjunction with the Chapter leadership
- Direct the ABC National and local PAC fundraising efforts in conjunction with Chapter leadership.
- File the appropriate (PAC) reports with the Maryland State Board of Elections, DC Campaign Finance Office, Montgomery County Board of Elections and the Prince George's County Board of Elections.
- Establish relationships with other business organizations in Maryland and serve as a liaison between ABC and those groups.
- Explore opportunities to form coalitions with allied organizations to achieve common policy goals.
- Manage the work of all contract lobbyists, including Maryland and the District of Columbia.
- Serve as a resource to ABC Chapter members on important legislative and political issues.
- Collaborate with staff to generate communications materials related to Government Affairs activities.
- Other duties as assigned.

**Minimum Qualifications:**

**Education and Experience:**

- B.A./B.S. degree in related field.
- 7-10 years of related work experience, preferably in a non-profit environment.
- Experience in a supervisory position is required.
- Lobbying experience is preferred.

**Knowledge, Skills, & Abilities:**

- Ability to research and analyze issues, track and analyze legislation and impart information to stakeholders in understandable terms.
- Strong understanding of the legislative process in Maryland and the District of Columbia.
- Knowledge of election laws, campaign finance and the local political process.
- Ability to handle relationships and communications with diplomacy.
- Proficiency with Microsoft Office and database management.
- Strong written and verbal communications skills.
- Exceptional organizational skills and detail-orientation.
- Exceptional member service outlook and capability.
- Strong team player.

**Compensation:**

- Base Salary: \$120,000 - \$140,000.
- Annual bonus opportunity based on individual and organizational performance.

**Working Conditions:**

- General office.
- Travel to the District of Columbia and Annapolis as needed.