

**ASSOCIATED BUILDERS AND CONTRACTORS  
METRO WASHINGTON CHAPTER  
JOB DESCRIPTION**

**Director of Government Affairs**

ACCOUNTABLE TO: President/CEO

SCOPE: Directs and manages the Association's government affairs activities at the local, state and national levels.

STAFF LIAISON TO: DC Legislative Committee  
Montgomery County Legislative Committee  
Prince George's County Legislative Committee  
Maryland Joint Legislative Committee

**PRIMARY DUTIES:**

1. Direct legislative activity for the Chapter through the actions of the two county legislative committees.
2. Oversee legislative activity statewide for the Maryland Joint Legislative Committee.
3. Lobby at local and state levels of government.
4. Oversee and supervise the activities of the Associate Director of Government Affairs for DC
5. Develop and evaluate the Associate Director of Government Affairs.
6. Oversee the activities of the DC Legislative Committee
7. Through the various Legislative Committees, review all legislative proposals to determine those of interest to the Chapter and the ABC membership.
8. Through the various Legislative Committees, oversee the lobbying effort associated with those pieces of legislation identified to be important to the industry.
9. Analyze regulatory and legislative initiatives to determine impact on ABC members and recommend and direct appropriate actions.
10. Draft testimony and arrange for ABC representatives to appear at public hearings and worksessions.
11. Working with the appropriate Legislative Committees, oversee the activities of the Maryland and DC Political Action Committees (PACs).
12. 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.
13. Establish relationships with other business organizations in Maryland and serve as a liaison between ABC and those groups.

14. Coordinate the ABC National and local PAC fundraising efforts in conjunction with the Chapter leadership.
15. Coordinate the ABC National Free Enterprise Alliance (FEA) fundraising efforts in conjunction with the Chapter leadership
16. Manage the work of all contract lobbyists.
17. Serve as a resource to members on legislative and political issues of importance to ABC.
18. Work with staff to generate communications materials related to Government Affairs activities.
19. Other duties as assigned.

#### **SUPERVISION RECEIVED:**

Operates under supervision of President and is expected to perform all tasks related to the position's basic functions and work performed with minimal direct supervision.

#### **KNOWLEDGE, SKILL AND EXPERIENCE REQUIRED:**

- Ability to research and analyze issues, track and analyze legislation and impart information to stakeholders in understandable terms
- Knowledge of election laws, campaign finance and the local political process.
- Able 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

#### **EXPERIENCE REQUIRED:**

- 7-10 years related work experience, preferably in a non-profit environment
- B.A./B.S. degree in related field.
- Supervisory experience a must
- Lobbying experience preferred.