

Job Description – Government Affairs Director

Olympia Master Builders

“Five Counties Strong” – Thurston, Lewis, Grays Harbor, Mason and Pacific

OVERVIEW:

The Olympia Master Builders (OMB) are looking for a professional individual who shares the common philosophical goal of assisting the building industry by advocating for policies that help our members create affordable housing for all economic segments of society. Our employees are motivated, hardworking, well informed, politically astute, and dedicated to providing the best possible service to individual OMB members, fellow OMB staff, and the association as a whole.

JOB DESCRIPTION:

Overall Responsibility

Under the direction of the Executive Officer, responsible for developing and implementing the government affairs program in accordance with the goals and objectives set forth by the Board of Directors. Provide staff support to the Government Affairs Committee and The Affordable Housing Council. Provide staff support to OMB’s Remodeler’s Council. Provide staff support to Education Committee. Supervision and annual performance evaluations of this position shall be the responsibility of the Executive Officer.

Government Affairs Duties

Possess a thorough understanding of issues that affect the home building industry in this region and appropriately communicate OMB’s position on those issues to elected officials, governmental agencies, OMB members and the general public. Work with elected officials, local government staff and community stakeholders to craft policy that will benefit affordable housing issues and the building industry as a whole.

Regularly attend city council and county commission meetings throughout OMB’s five-county jurisdiction, with particular attention given to the Thurston County Commission and the major cities within Thurston County (Olympia, Tumwater, Lacey).

Provide staff support to the Government Affairs Committee, The Affordable Housing Council, and other committees as may be assigned by the Executive Officer.

Prepare regular articles for OMB’s *Chalkline* membership magazine regarding government affairs; provide written material for OMB’s electronic publications, including but not limited to “Chalk Talk” biweekly emails, “Issues & Actions” email alerts, press releases, and OMB blog and social media posts.

Possess knowledge of the association’s bylaws and processes as they relate to the government affairs program of the association.

Provide staff support at all OMB events, and assist with day-to-day office responsibilities.

Perform other duties as may be assigned by the Executive Officer.

INTANGIBLES:

- Self-starter with the ability to think on their feet*
- Willing to challenge the status quo; must be able to think outside of the box and not just accept the standard line from local agencies*
- Capacity to grasp complex issues and provide useful analysis for elected officials, staff and OMB members*
- Strong political acumen*
- Can develop and utilize an extensive network of lobbyists, interest groups, elected officials and agency staff*
- Not territorial; willing to work within the team to get the job done*

COMPENSATION:

- Salary Range: \$38,000-\$48,000 depending on experience.*
- Health Insurance: Coverage is paid 100% for the individual (no dependent coverage) and covers dental, vision and \$25,000 Life-AD&D. The current plan has a \$500 deductible and a copay amount.*
- Simple IRA: OMB will match up to a 3% base salary contribution.*
- Vacation/Sick Leave: Two weeks paid vacation per year, one day of sick leave (eight hours) per month.*

CONTACT:

Please submit a resume and cover letter expressing your interest in and qualifications for the position to Angela White, OMB Executive Officer, via email at angela@omb.org, or via fax at 360-754-7448.