

EMPLOYEE:**TITLE:** Assistant Staff Vice President for Public Policy**DEPARTMENT:** Public Policy**REPORTS TO:** Staff Vice President for Public Policy**FLSA STATUS:** Exempt**POSITION SUMMARY**

The Home Builders Association of St. Louis and Eastern Missouri (HBA) is a local trade association where over 600 companies in the residential construction industry work together to keep housing affordable, create jobs, and provide a marketplace for local businesses via three annual home shows. The HBA empowers its members to succeed by working toward common sense building regulations, providing networking and educational opportunities, and using its power in numbers to keep the housing market strong.

Under the direct supervision of the Staff Vice President for Public Policy, the Assistant Staff Vice President for Public Policy is responsible for planning, coordinating, and/or implementing both short- and long-term initiatives which are adopted by the Association in order to achieve its public policy objectives. In addition, this position serves as the staff liaison for various public policy boards and committees and the HBA Advanced Building Systems and Technology Council.

MAJOR RESPONSIBILITIES**Government Relations:**

1. Keep informed of government action which may impact the home building industry and promptly advise the Staff Vice President for Public Policy of same. Review government meeting agendas and journals; attend local government meetings; and monitor local news reports related to the home building industry and/or economic development activity in the Missouri portion of the metro area.
2. Attend, coordinate, and facilitate meetings as directed. Such meetings may include: 1) board of aldermen or council meetings; 2) government committee meetings or hearings; 3) meetings with other public officials, government staffers, or representatives from entities that regulate the home building industry; and 4) other meetings as arranged by the HBA to discuss and achieve its policy objectives. Complete necessary follow-up.
3. Research and analyze regulations and legislation related to the home building industry. Assist in the formulation of a formal HBA response to such regulations and legislation.
4. Write or facilitate the writing of comment letters, fact sheets, and reports in support of HBA public policy objectives as needed.
5. Communicate industry positions to Association members and government officials, including written and oral public testimony as needed.
6. Represent the HBA on advisory groups or task forces focused on industry issues as assigned.
7. Maintain current general knowledge of politics and policy within the Missouri portion of the metro area and Missouri state government.

Member Engagement:

1. Public Policy Boards and Committees
 - Coordinate monthly or as-needed internal meetings with various HBA public policy boards and committee as assigned.
 - Work with volunteer chairpersons to develop meeting agendas.
 - Complete meeting minutes and necessary follow-up on action items.
 - Keep members informed of public policy happenings between regular meetings.

2. Advanced Building Systems and Technology Council
 - Serve as staff liaison for the Advanced Building Systems and Technology Council (ABSTC) and the ABSTC Steering Committee, providing administration, support, and event coordination.
 - Sell sponsorships/secure hosts for six meetings per year.
 - With input from ABSTC members, develop two educational sessions per year.
 - Manage the maintenance of all relevant HBA council records, reports, and files.

3. Coordination of meetings and events as noted includes all aspects of meeting and event/program management, including agenda development; sponsorship sales; creation of promotional materials; coordination of location logistics; assembling packets or other handouts; extending invitations to speakers or other meeting guests; staffing meetings and events; completion of necessary follow-up; etc.). Certain meetings or events may be scheduled during early morning/evening time frames.

SECONDARY RESPONSIBILITIES

1. Prepare communications for all areas of responsibility. This includes articles for the monthly *Builder News* magazine, the bi-weekly *Industry Insider* e-newsletter, and any other appropriate HBA communications.

2. Attend relevant conferences and professional development programs as directed.

3. Assist in the maintenance of department files.

4. Provide general assistance to members with Association matters and information.

5. Provide assistance to other departments as needed, including Home Show staffing, special event assistance, etc.

6. Communicate with the National Association of Home Builders (NAHB), on an as-needed basis. Participate in issue-specific conference calls or webinars coordinated by NAHB as directed.

7. Assist with additional projects as instructed by the Staff Vice President for Public Policy and/or the Executive Vice President.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be a self-starter and self-motivated to complete projects satisfactorily and on time.
2. Excellent interpersonal skills a must, with ability to interact and communicate with all personality types by phone, e-mail, and in person.
3. Excellent organizational and time management skills with the capacity to multi-task and prioritize projects.
4. Strong critical thinking and problem-solving skills.
5. Ability to work both independently and in a team environment.
6. Willingness to complete all levels of tasks.
7. Proficient in Microsoft Outlook, Word, and Excel. Experience with client/association management system (CMS) software a plus.

EDUCATION/EXPERIENCE

Bachelor's degree required. Two years of relevant work experience required (government relations, policy analysis, campaign, fundraising, etc.).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Sitting/standing for extended periods
2. Periodic lifting/carrying/transporting of materials in excess of 60 lbs.

MISCELLANEOUS

In order to meet the needs of the Association's members in an ever-changing marketplace, flexibility is a high priority and must be viewed as a part of the job description. The ability to communicate effectively and in a friendly way is required. In the event of a sudden shift in Association priorities, the position summary and responsibilities outlined herein may be abruptly altered in order to meet the new demands. The individual in this position must agree to abide by the Policy on HBA Public Policy Department Staff Time on Political Involvement, in addition to the policies outlined in the HBA employment handbook.

APPLICANT INFORMATION

Please send cover letter and resume to (choose one):

- Email To: careers@hbastl.com
please reference the job title "Assistant Staff VP for Public Policy" in the subject line

- Mail To: Emily Schwartze Post, Staff VP for Public Policy
Home Builders Association
10104 Old Olive Street Road
St. Louis, MO 63141

- No phone calls please

September 9, 2019