



## **JOB TITLE: CENTRAL TEXAS FIELD REPRESENTATIVE**

The Central Texas Field Representative is a remote position located in the greater Central Texas region. Field Representatives work with REALTORS® and local REALTOR® associations within their regions to communicate with members and engage them in grassroots political efforts to advance local, state, and federal legislation.

### **JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES**

The Texas REALTORS® Field Representatives program is designed to assist and grow grassroots governmental affairs activities within the REALTOR® organization. Field representatives offer several services to the local REALTOR® associations within their regions, including planning, grassroots, legislative, TREPAC fundraising, and communications. These on-the-ground resources are instrumental in helping to elect officials who are supportive of REALTOR® issues, enact pro-real estate legislation, improve the image of REALTORS®, and increase resources available to TAR.

#### **PLANNING**

- Work with local associations to develop a written grassroots political plan that encompasses all governmental affairs areas and outlines ways to expand their government affairs programs
- Incorporate and implement REALTOR® involvement in grassroots campaign plans
- Assist each local association's Governmental Affairs Committee Chair with expanding their association's activities and grassroots outreach
- Track and analyze progress of legislative bills during session
- Promote and hold political updates, speeches on behalf of the association; work with local REALTOR® volunteers on political issues

#### **GRASSROOTS**

- Recruit REALTORS® to engage in grassroots activities
- Assist local associations in conducting interviews with local and state candidates
- Assist local associations with Opportunity Race activities during campaigns
- Assist in promoting increased REALTOR® attendance at TAR events
- Recruit REALTORS® to serve on legislative contact teams
- Coordinate legislator attendance at REALTOR® functions
- Encourage REALTORS® to run for all levels of public office
- Assist legislators with coordination and REALTOR® attendance at town hall meetings in each region

#### **LEGISLATIVE**

- Work with the Governmental Affairs Department to actively advance state and federal legislation; including bill analysis
- Assist local associations in encouraging active involvement of their legislative committees by setting goals and implementing programs that advance the REALTOR® agenda
- Attend and encourage REALTOR® attendance at legislative town hall meetings

- Assist Texas REALTORS® in increasing the response rate of state and national Calls for Action
- Actively promote all REALTOR® political affairs programs

### **TREPAC FUNDRAISING**

- Assist each local association in developing a TREPAC fundraising plan to reach its TREPAC goals
- Help organize activities to raise funds and awareness about the importance of investing
- Assist association executives and local PAC chairs build a PAC culture to increase involvement
- Coordinate check presentations for elected officials with local boards and PAC Trustees

### **ISSUES MOBILIZATION CAMPAIGNS**

- Assist Texas REALTORS® and local associations with the coordination of issues mobilization campaign activities
- Help local associations develop, present, and execute issues mobilization campaign plans

### **COMMUNICATIONS**

- Communicate with the Governmental Affairs Department via regular phone calls, travel schedule, and weekly reports
- Visit all local associations in region at Central quarterly; visit real estate brokerages
- Track and report any events, opportunities, legislative activity, or member input that assists in building a public record on our issues, assists our legislative agenda, or improves the image of Texas REALTORS®

### **SKILLS AND QUALIFICATIONS**

- 3+ years of political/legislative, public affairs, or campaign experience preferred
- Sales, or regional field work considered; Experience in customer or constituent services
- Strong communication skills, ability to self-motivate, and set own schedule
- Reliable transportation for daily travel throughout region
- Proficient in basic business software (Microsoft Office, web browsing, etc.)

Please send resumes to [dbrown@texasrealtors.com](mailto:dbrown@texasrealtors.com)