

DIRECTOR, GOVERNMENT AFFIARS POSITION DESCRIPTION

The Director, Government Affairs will work within a four person Government Affairs department advocating on behalf of the automotive aftermarket with federal and state legislators and relevant regulatory agencies. This position will work collaboratively across silos to accomplish goals.

This position can be performed remotely from within the DC metro area and does require periodic travel on Capitol Hill and to association events.

Primary Responsibilities:

- Research and prepare policy papers on areas of substantive interest for the aftermarket (e.g. hydrogen fuels vs. EVs) and develop strategies for gaining public support for such policies.
- Monitor and manage state legislation and regulations impacting the auto care industry.
- Prepare external communications with Association members to update the members on Government Affairs activities and solicit input when necessary.
- Participate in federal legislative efforts as necessary to advocate on behalf of the auto care industry.
- Develop and grow relationships with applicable regulatory agencies.
- Participate in the Auto Care Association Government Affairs Committee, including interacting with members, developing agendas, and otherwise supporting the work of the committee.
- Develop and provide presentations to industry and government audiences on association legislative and regulatory initiatives.

Qualifications

- 5-7 years of Government Affairs experience on Capitol Hill and/or with a trade association
- Strong writing, editing, and oral presentation skills
- Proficiency with Microsoft Office and related professional applications
- A forward-thinking attitude with an innate ability to lean into change
- Organized, self-directed, detail and deadline oriented
- Endless curiosity
- Ability to travel up to 5-10% as necessary

The Auto Care Association is the voice for the auto care industry—a coast-to-coast network of 500,000 independent manufacturers, distributors, parts stores and repair shops offering quality, choice and innovation for drivers. The Auto Care Association keeps its members ahead of the curve so they can continue to serve every kind of vehicle on the road today—providing parts and services designed to make vehicles last longer, perform better and keep drivers safer.

At Auto Care Association, we recognize and appreciate the importance of creating an environment in which all employees feel valued, included, and empowered to do their best work and bring great ideas to the table. We recognize that each employee's unique experiences, perspectives, and viewpoints add value to our ability to create and deliver the best possible service, technical assistance, and research to

members and partners.

Diversity, equity, and inclusion (DEI) for us represent both a business necessity and a core belief. These concepts represent a fundamental value and code of behavior that impact our daily interactions and decisions. DEI is the result of respecting, valuing, and caring about others and the lives we touch through member engagement, our products, messaging, and operations.

Auto Care Association is committed to providing an inclusive and welcoming environment for all members of our staff and does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of our activities or operations.

If you are a dynamic professional with shared beliefs and the above qualifications, we would like to hear from you.

Please send your resume and cover letter to: Lea Diamond, Senior Director of People Operations, Auto Care Association, at autocarejobs@autocare.org.