

Director of State Affairs and Grassroots POSITION DESCRIPTION

Position Summary:

We are seeking a Director of State Affairs and Grassroots to work within a five-person Government Affairs department advocating on behalf of the automotive aftermarket with state legislators and managing the federal PAC, grassroots advocacy, and the internal Government Affairs Committee.

Key Responsibilities:

- Manage 50-state legislative affairs for issues relevant to the industry, including tracking, drafting testimony, and lobbying where necessary.
- Research and prepare policy papers on areas of substantive interest for the aftermarket and develop strategies for gaining public support for such policies.
- Manage the Auto Care Association Government Affairs Committee.
- Manage the Auto Care Association Political Action Committee (ACPAC).
- Develop and manage the Association grassroots program.

Qualifications:

- 5-7 years of Government Affairs state experience or on Capitol Hill
- Strong writing, editing, and oral presentation skills
- Proficiency with Microsoft Office and related professional applications
- Organized, self-directed, detail and deadline oriented
- Ability to travel up to 5-10% as necessary

This job may be performed in an office environment or remote location but shall be based in the DC metro area. Travel is typically required multiple times per year to participate in various meetings and/or to attend organization functions.

Why Join Us:

At Auto Care Association, we recognize and appreciate 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.

Our Core Values of Teamwork, Curiosity, Integrity, and Fun (TCIF) help to create an environment where all employees feel valued, included, and empowered to do their best work, and bring great ideas to the table. We operate as one team, accountable to one another and grow stronger by sharing knowledge, collaborating, and working toward common goals. We embrace change and constantly strive to be better through seeking out information and learning from one another. We lead by example and do what's right, even when no one is looking. We also very much enjoy our time at work by creating opportunities to have fun and develop friendships.

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 Vice President of People Operations at autocarejobs@autocare.org.