



LEGISLATIVE LIAISON

APPLICATION DEADLINE IS WEDNESDAY, OCTOBER 1, 2025 AT 11:59PM

Division: Executive
Reports to: Chief of Staff
Dotted Line to: Executive Director
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: P
Monthly Salary Range Minimum: \$7,384
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Responsible for representing the organization's position on issues with legislative partners. Responsible for monitoring and evaluating legislative, regulatory and legal action at the federal, state and local levels that may have an impact on the organization or its customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Serves as the main contact between state legislators, members of congress and the organization, representing THDA's position on legislative matters. Exercises independent judgment on significant issues pertaining to organization interests.
- Develops and maintains relationships with elected officials and staff at state and federal levels.
- Travels to Washington, D.C. to establish and maintain legislative relationships with members of congress and staff.
- Anticipates and monitors legislative or regulatory proposals with the potential to impact THDA or its industry partners; provides regular updates and make recommendations to the Executive Director.
- Provides technical assistance to government officials in the development of legislative and regulatory proposals concerning matters that relate to THDA and its partners.
- Reports outcomes of legislative bills, regulatory, and legal actions at both the state and federal level to the appropriate leadership, including but not limited to the Executive Director and the Chief of Staff.
- Serves as the principal liaison with the National Council of State Housing Agencies (NCSHA) and National Housing Conference (NHC) on federal legislation.
- Serve as an ex officio member of the Tennessee Affordable Housing Coalition's board of directors.
- Attends legislative committee meetings and keeps records on legislative actions.
- Develops plans, leads and monitors execution of THDA sponsored legislative efforts at state and federal levels.
- Handles and keeps records of all legislative inquiries and coordination with affected Division/Program Director and/or Legal to determine appropriate response to the constituent; provides status updates to public officials and staff.
- Does advance work for the Executive Director and others for special appearances and hearings at legislative committee meetings.
- Develops productive working relationships with Communications, Research and Program Divisions.
- May represent THDA at various legislative-related functions at the Executive Director's request.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in political science, communications or public relations, or related field.
- Five years' experience in government affairs.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Internet research skills.
- Listening, presentation, and negotiation skills.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly and accurately.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, and Outlook, and the internet.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Extensive day travel with occasional overnight stays.
- Occasional out of state travel.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION.

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS.