



Policy Analyst

DCBIA is seeking to hire a dynamic individual to add to DCBIA's current 5-person team. The newly created position of Policy Analyst will provide support to the DCBIA Committee Co-Chairs, Agency Working Group (AWG) leads, members of the Board of Directors and others to include the CEO and Senior Advisor. In addition, this position is responsible for compiling content for DCBIA policy and educational programs.

Position Responsibilities include but are not limited to:

- Elevate, strengthen and support DCBIA's Committee Co-Chairs and Agency Working Group (AWG) leads;
- Coordinate and collaborate with DCBIA's legislative counsel and Senior Policy Advisor; and CEO
- Meet regularly with members, stakeholders and others to understand DCBIA's voice and advocate on behalf of all its members and the industry;
- Staff the Committee Co-Chairs and DC Agency Working Groups;
- Brief DCBIA staff on policy and Committee matters as requested;
- Maintain calendar of Committee and AWG meetings and support Co-Chairs with logistics and policy recommendations;
- Track deliverables and take notes and minutes;
- Prepare agendas for DCBIA Committees and AWGs in advance of the meeting and confirm meeting room and other logistics with support staff;
- Suggest program and educational content for DCBIA and/or Committees;
- Prepare programming run of show and create/compile presentations as required;
- Prepare draft remarks, briefs, talking points, press preparation and/or other materials for CEO, Board members and/or Committee Co-Chairs or staff as requested;
- Advocate persuasively on behalf of DCBIA when meeting with elected officials and staff , local, state and federal agencies, the business community, public constituencies, and other stakeholders;
- Track relevant District of Columbia and Federal government legislation and policy issues;
- Identify and report on local, national, and international research and case studies to support and advocate for DCBIA's positions proactively;
- Identify and suggest effective advocacy tools ;
- Design survey, collect data, and use market research to communicate and support DCBIA positions
- Maintain confidentiality of information and ensure accuracy of all data
- Perform other duties as required.

Personal Attributes Desired:

- Professional presence, mature, honest, even-tempered, intelligent, trusting, confident, and personable.

- Politically savvy, persuasive, open minded, fair yet firm.
- Adaptable to change.
- Excellent interpersonal communication skills.
- Ability to speak to large and small groups alike.
- Well informed researcher and quick study.
- Excellent oral and written communication skills.
- Ability to demonstrate flexibility in the role for this newly created position.

Desired Requirements:

- Deep understanding of DC government operations and legislative matters that impact the real estate development industry.
- Master's degree or comparable educational background.
- A minimum of 7 years policy and/or research experience in a public or private real estate or economic development related business, organization, association or otherwise.

Position Type and Expected Hours of Work:

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:30 p.m.

How to Apply:

Send your cover letter and resume to: DCBIA at info@dcbia.org by Friday, January 17, 2020.