



March 10, 2023

California Business Properties Association (CBPA) is recruiting for the following position:

TITLE: Director of Government Relations

SALARY: Full-time exempt salary position. Salary range \$85,000 - \$105,000 per year plus benefits. Salary is negotiable commensurate with experience and education.

FILING DEADLINE: April 7, 2023. Submit cover letter, writing sample, and resume to: Crystal Whitfield, cwhitfield@cbpa.com.

Join the Team: CBPA is building a new team for the largest statewide commercial real estate legislative and regulatory consortium in the nation. As Director of Government Relations, you will modernize, redesign, and implement a legislative and regulatory strategy on statewide and national policy issues impacting the office, industrial, and retail real estate industry, CBPA member companies, and the state's business climate.

Job Synopsis: The Director of Government Relations is a registered lobbyist and responsible for the following:

- Modernize and manage the day-to-day legislative and regulatory efforts of the association.
- Represent the association to legislative and regulatory agencies.
- Manage and grow relationships with legislators and their staff.
- Manage and grow the grassroots and key contact advocacy network.
- Lead and/or represent CBPA in in state and federal advocacy coalitions.
- Primary point of contact for contract lobbyist(s), legislative staff, regulatory agency staff, and relevant subject matter consultants on regulatory and legislative matters.

Position reports to the President & CEO and works in coordination with the Director of Communications & Marketing and Manager of Operations.

Skills & Knowledge: The ideal candidate will have a minimum of four years-experience in a legislative or regulatory capacity for a public or private employer, and have the following core competencies:

- Direct knowledge of the California legislative process required.
- Excellent writing and speaking skills required.
- Strong computer skills required.
- Experience working in the Capitol, on a campaign, or lobbying in CA preferred.
- Experience with bill tracking software preferred.
- Must be organized, efficient, self-motivated, and detail oriented.

The ideal candidate will establish and maintain cooperative and effective working relationships with CBPA staff and members, legislators, regulatory staff, and peer associations. A Bachelor's Degree is preferred.

Location, Salary, Filing Date: Position is based in Sacramento, CA. In person office attendance and off-site event/meeting attendance, and some travel, is required. Some work may be done remotely, and schedules may be flexible, depending on time of year and business needs.

Salary range \$85,000 - \$105,000 per year plus benefits. Salary is negotiable commensurate with experience and education.

Applications are due by April 7, 2023. Position will remain open until filled by a qualified candidate.

Benefits: CBPA offers comprehensive benefits, including:

- Health/Dental/Vision
- 401(k) plan option
- Parking
- Sick leave/paid vacation and holidays

About CBPA: Celebrating 50 years in 2022, CBPA serves as the legislative and regulatory advocate for property owners, tenants, developers, retailers, contractors, land use attorneys, brokers, and other professionals in the commercial real estate industry representing their legislative and regulatory interests in California's Capitol.

CBPA is the largest commercial real estate consortium in the nation with direct members and over 10,000 affiliated members as the designated legislative advocate for ICSC, the California Chapters of the Commercial Real Estate Development Association (NAIOP Cal), the Building Owners and Managers Association of California (BOMA Cal), the Retail Industry Leaders Association (RILA), the Association of Commercial Real Estate – Northern and Southern California (ACRE), and AIR CRE.

See www.cbpa.com for more information.

How to Apply: For more information and/or to submit cover letter, writing sample, and resume, contact Crystal Whitfield, cwhitfield@cbpa.com and/or call 916-443-4676. Applications due by April 7, 2023.

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California Business Properties Association values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcome and can thrive. The diversity of our employees and their unique ideas inspire innovative solutions to strengthen our ability to support our members and the commercial real estate industry.