



GCA of Hawaii

GENERAL CONTRACTORS ASSOCIATION OF HAWAII

DIRECTOR OF GOVERNMENT RELATIONS

The General Contractors Association of Hawaii (GCA) is one of the largest construction trade associations. The GCA was founded in 1932 and serves and represents more than 500 companies statewide.

GCA is seeking a full-time qualified candidate who will represent the best interest of the GCA and member firms at the state and local government levels. A BA is required; a JD is preferred. Must have ability to make independent decisions, solve problems, and analyze quantitative information. Must be highly organized with effective communication/ interpersonal skills. Proficiency in Excel, Word, and Outlook is required. Also preferred is at least five years of political and/or government affairs experience.

GCA offers an excellent benefit package that includes health insurance, sick leave, vacation, holidays, life & LTD insurance, and a 401(k) plan.

To apply, please forward your resume and salary requirements to GCA Search Committee via fax 808-839-4167 or email info@gcahawaii.org.



POSITION DESCRIPTION

POSITION TITLE: Director of Government Relations

REPORTS TO: Executive Vice President

POSITION PURPOSE: Provide the leadership needed to support the successful implementation to drive policy and strategy at the Federal, State, and City level on issues impacting the construction industry and establishing and protecting positions that are considered in the best interest of the Association and the industry as a whole, all in keeping with the Association's vision, mission and core values.

RESPONSIBILITIES: The Director of Government Relations is responsible and accountable to the Executive Vice President who supervises all Chapter staff. The Director of Government Relations works closely with the Executive Vice President and the Legislative Committee to perform a legislative advocacy role in Federal, State and local governments on behalf of the Association. The Director of Government Relations has the following areas of responsibility:

1. Represent the best interests of the Association and member firms at the Federal, State and local government levels
2. Serves as Manager of the Association's Political Action Committee (PAC) activities.
3. Cultivate productive strategic alliances with individuals and entities that have a bearing on policies and practices impacting industry issues
4. Stays on the forefront of current and upcoming industry concerns, issues, opportunities, and serving as a industry/member resource
5. Other duties as directed by the Executive Vice President

ESSENTIAL DUTIES:

To fulfill the areas of responsibility of the Director of Government Relations, the following must be performed:

1. Represent the best interests of the Association and member firms at the Federal, State and local government levels.

- a. Scans the environment to identify and stay on top of issues and concerns that could negatively impact the Chapter's membership and industry.
- b. Takes the lead in determining what the Association's position needs to be on a particular piece of legislation or directive and then diligently lays out a framework and course of action required to protect and defend this position.
- c. Stays on top of current and pending legislative actions and bills and actively lobbies support for their passage or dismissal.
- d. Meets with legislators and government officials and their representatives to gain an advantage in being on the front end of information flow and decision-making as it pertains to legislative and government action.
- e. Uses knowledge of federal and state legislative processes and extensive networking skills to effect legislative and policy decisions impacting the Chapter and industry.
- f. Interprets and evaluates legislative activity, public policy proposals and government issues/initiatives that impact the industry and recommends specific strategies to address them.
- g. Develops strategies for all public relations and grass roots legislative activity throughout the State.
- h. Tracks all legislative bills that have the potential of impacting the Association and industry.
- i. Educates state policymakers, commission and committee heads, and legislators, about the industry and Association including making presentations on behalf of the industry and Association when needed.
- j. Prepares written and oral legislative reports.
- k. Builds professional relationships with key legislators, policymakers, and third party groups to develop a network for garnering support for industry positions on issues.
- l. Represents GCA of Hawaii at legislative meetings and conferences.

2. Oversee the Association's Political Action Committee (PAC) activities.

- a. Responsible for the Association's adherence to PAC regulations, reporting and solicitation guidelines.
- b. Identifies PAC recipients and coordinates with the PAC Board of Directors to have PAC checks prepared for distribution.

3. Cultivate productive strategic alliances with individuals and entities that have a bearing on policies and practices impacting industry issues.

- a. Interacts with owner and other groups to raise awareness about the construction industry and facilitate dialogue that will be useful for in strengthening working relationships.
- b. Meets with the regulatory agencies, union officials, federal, state and city government officials to discuss industry issues and topics of mutual interest.

4. Stays on the forefront of current and upcoming industry concerns, issues, opportunities and serving as an industry/member resource.

- a. Serves as a spokesperson for the Association on legislative positions.
- b. Reads and studies legislative bills, meeting records, transcripts and other documentation to stay on top of industry matters
- c. Takes the lead in the changes to the contractor licensing law and understanding its impact on members and the Association.
- d. Keep members informed about legislative and pending actions and writes a periodic summary of all bills and their status for members to stay current and understand their impact.
- e. Produces detailed legislative reports for the Legislative Committee during the legislative session to keep them up to date on matters of interest.

5. Other duties as directed by the Executive Vice President.