



Now Hiring: Engagement Director

**About:** The Nevada Builders Alliance is a member-based trade organization focused on the needs of the construction industry. NBA provides advocacy, education and industry specific benefit programs to over 800 member companies across the state. NBA currently operates offices in Carson City and Las Vegas with a staff of four. Oversight and direction for the NBA is provided by an eighteen-member volunteer Board of Directors. Nevada Builders is active in government affairs at the Federal, State and Local levels with priorities in workforce development, fair and equitable treatment of contractors/developers, construction defect, workers compensation coverage, economic development, Nevada State Contractors Board, obstruction/restriction of development and small business matters. NBA works collaboratively with multiple agencies and service providers to address the needs of the industry and provides social & networking opportunities for its members on a monthly basis.

**Roles:** (a) Elected/Candidate engagement and education; (b) Government/Legislative Affairs; (c) Member engagement and education; (d) Community engagement and education; (e) Workforce Development; (f) Special Projects; and (g) Other duties as assigned.

**Functions:** Under the direct supervision of the CEO, the Engagement Director is responsible for executing the organizations communications strategy, legislative affairs strategy and community engagement and workforce development activities. This is a highly visible position which is a vital member of the organization's team and acts as a point of contact and advisor to the CEO. Position includes dealing with potentially controversial issues in a political environment.

**Duties:**

- Serve as deputy to the CEO.
- Coordinate implementation of the organizations strategic plans and activities.
- Assist with legislative strategy and maintain effective relationships with local, state, and federal elected officials and staff.
- Implement strategic plan goals and support CEO's strategic initiatives.
- Assist with the organizations community engagement priorities.
- Assists with organization's workforce development efforts.
- Assist with ongoing newsletters/brochures/annual reports and other educational materials.
- Assist with ongoing press releases, social media platforms, editorials as needed.
- Assist with community service groups
- Direct and assist with public information inquiries and other public service initiatives
- Track community issues and relevant legislation
- Serve as spokesperson for the organization as needed in interactions with legislative officials and dignitaries

**Education:** Bachelor's degree in Communications, Political Science, Marketing, Public Relations, Journalism, English or related field preferred.

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