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POSITION PROFILE

## Director, Government Relations

Washington, DC Office

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### About ICC

The International Code Council is a member-focused association. It is dedicated to developing model codes and standards used in the design, build and compliance process to construct safe, sustainable, affordable and resilient structures. Most U.S. communities and many global markets choose the International Codes.

The Government Relations Plan is the advocacy program affecting the interests of ICC and its members in relation to Federal, State and Local governments and private sector organizations.

### Position Summary

The Director, Government Relations is based in Washington, DC and reports to the Senior Vice President of Government Relations. This position is responsible for developing, coordinating, directing and implementing programs at the Federal and State level to ensure the successful completion of the goals and objectives of the International Code Council (ICC), especially as they apply to Government Relations.

### Position Responsibilities:

- Making recommendations for the development and implementation of programs related to federal, state and local adoption of the International Codes.
- Building national and state coalitions of code officials, design professionals, contractors, building owners and managers, private companies, municipal and county government associations, elected officials, and other interested parties to further the goals of the ICC.
- Evaluating existing programs, services and procedures and recommending improvements as necessary to support the goals of the ICC.
- Monitoring state and local government legislation and regulatory activities, analyzing impact on ICC, developing and presenting testimony that supports organizational objectives.
- Proposing through coalition partners state and local legislation and regulations that support the goals of the ICC.
- Gathering information from individuals, private organizations and government entities to assist in implementing the goals of the ICC.

- Making presentations to government officials, design professionals, contractors, and other interested parties on all aspects of the ICC.
- Representing the ICC at member meetings, conferences and trade shows.
- Analyzing information and recommending courses of action to be taken.
- Establishing and implementing effective internal communications.
- Regular reporting of activities.
- Travel required.
- Other duties as assigned.

## Essential Skills and Education / Experience / Location

- Ability to travel about 20% of the time.
- At least 5 years of experience in policy or advocacy related fields preferred.
- Strong skills in Microsoft Office, and proven ability to master other computer software.
- Excellent organizational skills and attention to detail.
- A proven history of delivering on commitments.
- Patience, understanding, independence, professionalism, reliability.
- The ability to use productively the knowledge, experience, and efforts of others.
- Excellent written and oral communication skills.
- Bachelor's Degree required.

## About Government Relations at ICC

The Government Relations' mission is to partner with entities having objectives and missions compatible with ICC and that support the International Codes (I-Codes) and the developmental process upon which these codes are based. The GR Department is dedicated to providing assistance to ICC members in their efforts to adopt the I-Codes in the United States and around the world.

The Federal Team guides ICC activities and relations with Executive Branch agencies of the Federal Government and the Legislative Branch with Members of the U.S. House of Representatives and Senate, House and Senate Committees, and their respective staff members. The State and Local Activities Division is responsible for assisting state and local governments in their efforts to adopt and implement the I-Codes.

The Government Relations Department of ICC is based out of Washington, DC with two federal and national regional/field offices and 11 state and local regional/field offices.

## ICC Government Affairs Office Location

500 New Jersey Avenue, NW,  
6th Floor  
Washington, DC 20001  
USA

## Web Presence

[www.iccsafe.org/about-icc/government-relations/](http://www.iccsafe.org/about-icc/government-relations/)  
[www.iccsafe.org/federal-state-and-local-activities/](http://www.iccsafe.org/federal-state-and-local-activities/)  
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