



Position: Director of Advocacy
Reports To: Chief Operating Officer
Department: Advocacy

Classification: Exempt
Created: September 2026
Location: Remote

Position Summary

The Director of Advocacy leads the National Glass Association's advocacy efforts to advance the interests of the architectural glass, glazing, and building products industry before federal and state policymakers, regulatory agencies, and other key stakeholders.

Reporting to the Chief Operating Officer, the Director develops and executes NGA's advocacy strategy; monitors legislative, regulatory, and public-policy developments affecting NGA members and the industry; builds relationships with policymakers and industry partners; and engages NGA members in advocacy initiatives.

The Director works closely with NGA's Technical Services team to ensure advocacy priorities are informed by relevant technical and industry expertise while maintaining a distinct focus on legislative, regulatory, and public-policy strategy.

Essential Duties and Responsibilities

These duties include, but are not limited to:

Advocacy Strategy & Public Policy

- Develop and implement NGA's advocacy strategy in alignment with organizational priorities, Board direction, and the needs of NGA members and the industry.
- Identify and prioritize legislative, regulatory, and public-policy issues that may affect NGA members and the architectural glass and glazing industry.
- Monitor federal and state legislative and regulatory activity and assess potential implications for NGA and its members.
- Develop recommended advocacy positions and strategies in consultation with NGA leadership, Technical Services, members, and other subject-matter experts.
- Translate complex legislative and regulatory developments into clear, practical information for NGA leadership, members, and other stakeholders.
- Develop advocacy plans, policy briefs, position papers, talking points, comments, correspondence, and other materials supporting NGA's policy priorities.
- Track advocacy initiatives and provide regular updates on developments, outcomes, risks, and emerging issues.

Government & External Relations

- Develop and maintain productive relationships with legislators, congressional and agency staff, regulators, policymakers, and other government stakeholders relevant to NGA's advocacy priorities.
- Represent NGA in meetings with policymakers, regulatory agencies, coalitions, allied organizations, and other external stakeholders.
- Serve as a resource to policymakers and other stakeholders regarding NGA's positions and the impact of proposed legislation or regulation on the glass and glazing industry.
- Identify opportunities to strengthen NGA's visibility, credibility, and influence on issues important to its members.
- Coordinate with external government-relations consultants, legal counsel, coalitions, or other advocacy partners as appropriate.
- Participate in relevant industry coalitions and partnerships to advance shared policy objectives when aligned with NGA priorities.

Member Engagement & Grassroots Advocacy

- Engage NGA members in advocacy initiatives and create opportunities for members to participate effectively in the policymaking process.
- Plan and coordinate NGA's legislative advocacy activities, including Glass & Glazing Advocacy Days, in partnership with internal staff and external stakeholders.
- Prepare members and volunteer leaders for meetings with legislators, regulators, and other policymakers by developing briefing materials, talking points, and other resources.
- Communicate legislative and regulatory developments to members in a timely and accessible manner.
- Identify opportunities to increase member awareness of and participation in NGA advocacy efforts.
- Gather member input regarding legislative, regulatory, and policy issues affecting their businesses and the industry.

Cross-Functional Collaboration

- Partner closely with Technical Services to ensure NGA's advocacy positions are supported by relevant technical, code, standards, sustainability, and industry expertise.
- Collaborate with Communications and Marketing to develop advocacy communications, member alerts, calls to action, and other public-facing advocacy materials.
- Work with NGA leadership and other departments to ensure advocacy priorities are coordinated with broader organizational goals and initiatives.
- Provide advocacy expertise and support to NGA committees, task groups, volunteer leaders, and other member groups as appropriate.
- Coordinate with the Chief Operating Officer and President & CEO on matters requiring executive-level engagement or representation.

Advocacy Program Management

- Develop and manage the Advocacy function's annual priorities, work plans, and budget in coordination with the Chief Operating Officer.
- Manage relationships, deliverables, and expenditures associated with outside advocacy consultants and other external resources.

- Establish measures for evaluating advocacy activity and progress toward established priorities.
- Maintain appropriate records of legislative and regulatory activity, policy positions, stakeholder engagement, and advocacy initiatives.
- Stay current on legislative, regulatory, political, and industry developments relevant to NGA and its members.

Supervisor Responsibilities

- May supervise employees and/or contractors supporting the Advocacy function, as assigned.
- Provides direction and coordination to internal and external resources supporting NGA advocacy initiatives.

Qualifications

Education

Required

- Bachelor's degree in public policy, political science, government affairs, public administration, communications, business, association management, or a related field, or equivalent combination of education and relevant professional experience.

Preferred

- Advanced degree in public policy, public administration, law, business, association management, or a related field.

Experience

Required

- Minimum of 10 years of progressive experience in government affairs, public policy, advocacy, or a related field.
- Demonstrated professional experience in government affairs, legislative advocacy, regulatory affairs, public policy, or a related field.
- Experience monitoring and analyzing legislation and regulatory developments and communicating their potential impact to stakeholders.
- Experience developing and executing advocacy strategies and engaging with policymakers, government officials, or regulatory agencies.
- Experience building relationships and working effectively with diverse internal and external stakeholders.
- Experience preparing policy briefs, position statements, talking points, legislative or regulatory comments, or other advocacy communications.

Preferred

- Experience working in a trade association, professional association, nonprofit organization, government affairs organization, or membership-based organization.
- Experience representing business or industry interests before federal and/or state government.

- Experience managing grassroots or member-based advocacy programs.
- Experience working with coalitions, outside government-relations firms, or industry partners.
- Experience with issues affecting the architectural glass, glazing, construction, building products, manufacturing, or related industries.

Knowledge, Skills and Abilities

- Comprehensive knowledge of legislative, regulatory, and public-policy processes, including how legislation and regulations are developed, evaluated, and influenced.
- Strong policy research and analytical skills, with the ability to evaluate complex legislative and regulatory issues, identify implications for NGA and its members, and recommend appropriate courses of action.
- Demonstrated advocacy and government-relations skills, including the ability to develop effective strategies and communicate organizational positions to policymakers and other stakeholders.
- Excellent written and verbal communication skills, with the ability to translate complex policy matters into clear, concise, and actionable information for different audiences.
- Strong interpersonal and relationship-building skills, with the ability to establish credibility and productive relationships with policymakers, members, volunteer leaders, industry partners, coalitions, and staff.
- Strong strategic thinking, judgment, and diplomacy, with the ability to identify emerging issues, assess priorities, navigate differing perspectives, and represent NGA professionally.
- Strong project-management and organizational skills, with the ability to manage multiple priorities, deadlines, stakeholders, and advocacy initiatives simultaneously.
- Ability to travel and work outside normal business hours as required for legislative meetings, advocacy events, conferences, and other NGA activities.

Physical Requirements

- Occasionally lifts objects weighing up to 10 pounds.
- Frequently reaches and grasps with arms and hands; occasionally stoops and bends; must have manual dexterity.
- Frequently uses a keyboard and computer to enter, analyze, and communicate information and data.
- Work is performed primarily in a home office environment where, at the responsibility of the employee, there are a few physical discomforts due to dust, dirt, noise, and the like.

Reasonable Accommodation

The National Glass Association will make reasonable accommodations to enable qualified individuals with disabilities to perform essential functions of this position, consistent with the American Disabilities Act (ADA) and applicable state and local law, unless doing so would impose an undue hardship.

Disclaimer

This job description sets forth the position's principal duties, responsibilities, and requirements and is not intended to be an exhaustive statement. The Essential Duties and Responsibilities described above represent the essential functions of the position, as defined by the Americans with Disabilities Act (ADA). Other duties and responsibilities may be assigned as needed.

Equal Opportunity Employer

The National Glass Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, protected veteran status, pregnancy, or any other characteristic protected by applicable federal, state or local law.