

Manager, Government Affairs (Research)

Position Title: Manager, Government Affairs (Research)

Reports to: VP, Innovation Policy & Research

Position Summary:

The American Hotel & Lodging Association is seeking a Research Manager who will be responsible for supporting the Policy + Research team by creating and managing research projects across the association. This role will collaborate with AHLA staff members from various teams, working to deliver industry thought leadership, metrics, and advocacy material, critical to the organizations objectives and success. These projects will range from evolving our signature Front Desk Feedback member survey series, to working with outside vendors to generate biannual industry economic impact analyses.

Responsibilities:

- Brainstorm with the Research team to identify association-wide research needs, work with internal stakeholders and external vendors to develop research items.
- Help manage AHLA's twice per year State of the Industry reports as well as the biannual Hotel Industry Economic Impact Analysis
- Create, deploy, and manage regular AHLA member-facing surveys.
- Assist with Government Affairs advocacy related research on legislative and regulatory issues as needed.
- Collaborate within the Government Affairs team as well as cross-functionally with the Communications, Partnerships, and Membership teams to achieve research goals and disseminate findings as appropriate.
- Other duties and responsibilities as assigned.

Education and Experience:

- Bachelor's Degree required.
- 2-4 years of relevant experience
- Knowledge and or experience in the hospitality industry is preferred.
- Expertise in economic analysis and/or advocacy-related research is a plus.

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent oral and written communication skills; willingness to be coached.
- Self-motivated individual who is also a team player with a high level of professionalism and emotional intelligence
- Willingness to work across teams and balance varying objectives for the good of the organization.
- Detail oriented individual with exceptional organizational and time management skills
- Ability to work under tight deadlines.

Other:

- Some travel required.
- Position located in Washington, DC area.
- Hybrid - 3 days in office (Mon-Wed. or Tue-Thurs.).

Interested applicants can apply by sending their cover letter and resume to hr@ahla.com.

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE