



Position Title: General Counsel

Reports To: Executive Director

Location: Austin, TX

About TRA

The Texas Retailers Association (TRA) is a 501 (c) 6 non-profit organization dedicated to keeping Texas “retail friendly” through legislative advocacy. Since 1926, our diverse membership has represented every segment of the retail industry throughout Texas – from the smallest neighborhood store to the largest corporate chain. Recognized as the Voice of Texas Retail, TRA effectively advocates for the Texas retailers at the State and Federal level while providing value-added services and partner programs for its members.

Duties and Responsibilities

- Serves as chief legal counsel for the association and counsels the association on all legal matters.
- Represent the interest of TRA and its members in front of the state legislature and state agencies.
- Advise, counsel, and communicate with the Officers, Board of Directors, and membership regarding all association functions and activities as requested by the Executive Director.
- Prepare, provide, and review both written and oral testimony for legislative committees, legislators, and regulatory agencies.
- Formulate proposed legislative and/or regulatory language to advance the interest of TRA and its members.
- Prepare summaries, legislative and regulatory analyses, and briefing materials for elected officials and TRA members.
- Provide regulatory and legal research to support members with the interpretation and implementation of all relevant laws and regulations.
- Monitor issues of interest by reviewing local ordinances, administrative rules, legislative action, and the activity of other state and national retail associations.

- Actively participate in development of planning strategies for legislative and industry initiatives.
- Draft and review contractual documents for the association.
- Serve as manager of all responsibilities related to lobby reporting and compliance issues including lobby expense and TRAPAC reports.
- Manage coalitions formed for legislative & regulatory purposes as needed.
- Serve as legal counsel to the Texas Retail Education Foundation as needed.

Requirements and Qualifications:

- Juris Doctor (JD) or other relevant advance degree/equivalent
- Bachelor's degree or equivalent
- 5-10 years relevant work experience
- Licensed to practice in the State of Texas and in good standing with the State Bar of TX
- Strong attention to detail while keeping the overall goals of a project in mind
- Flexibility in work schedule to accommodate occasional evening or weekend meetings
- Ability to interact comfortably and professionally with members and potential members virtually and in-person
- Proficient in most Microsoft Office applications (specifically Word, Excel, PowerPoint)
- Strong interpersonal, written, and oral communication skills
- Proven ability to work as part of a team
- Exercise discretion and independent judgment
- Occasional travel required

The information contained in this job description is intended to outline the general nature and scope of the work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. This job description does not constitute a contract of employment.