

## **Director, Advocacy/Government Relations**

Location: Alexandria, VA

Salary Range: \$95,000 - \$140,000

Type: Primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office

The National School Boards Association (NSBA) seeks a highly conscientious and experienced Government Relations Manager. This position will report to the Executive Director & CEO & support the organization's relationship with various government entities through the work of strategic outreach, marketing, and project coordination. The Government Relations Manager will work closely with both internal and external stakeholders to support NSBA's relationships with government entities.

NSBA offers a dynamic work environment with an excellent employee benefit package including health and dental insurance programs, 401K, and PTO leave plans. As an employee of NSBA you will work in a primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office.

NSBA is proud to be an equal opportunity employer. We believe in hiring a diverse staff and sustaining an inclusive, people-first culture. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

### **Responsibilities include but are not limited to:**

- Determines and advocates NSBA's key advocacy priorities with Congressional offices, political appointees, and senior Executive Branch officials.
- Oversees operation of the separate (c)(4) lobbying organization, the National School Board Action Center, including reporting to NSBA's board of directors, fiscal management, IRS compliance, and execution of the lobbying service agreement with NSBA
- Oversees NSBA's Center for Public Education, including grant acquisition, priorities, and substantive work product.
- Oversees management of Federal Advocacy and Public Policy section, including budget, personnel decisions, resource deployment, and legal requirements
- Develops and coordinates major strategies on key issues involving federal legislation, and regulation, public policy, and key state-based issues.
- Appears before NSBA's governance and constituency groups as NSBA's spokesperson and Office head on key points relating to their advocacy interests.
- Works with Executive Director and other key personnel to address broad association-wide programs and issues.
- Directs constituent-based program strategies and content development relating to state association services including state-based legislation, and nationally based services for state associations and other NSBA constituent groups.
- Communicates as an NSBA spokesperson with the national media and other associations on NSBA's key advocacy points as assigned.
- Evaluates phenomena of political behavior, such as origin, development, operation, and interrelationships of political institutions, to formulate and develop political understandings.
- Consults with government officials, civic bodies, research agencies, and political parties.

- Analyzes and interprets results of studies, and prepares reports detailing findings, recommendations, or conclusions.
- May monitor proposed legislation and regulations for impact and effect on client or organization.
- May organize and conduct public opinion surveys and interpret results.
- Performs other duties as assigned.

## **Requirements**

- Must have 10 or more years in Government Relations Management
- Must be proficient in Microsoft Suite (Outlook, Word, Excel, PowerPoint)
- Strong organizational and project management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills, with the ability to communicate complex ideas to a range of audiences.
- Demonstrated ability to build and maintain strong relationships with key stakeholders, including members, partners, and volunteers.
- Strong financial acumen, with experience managing budgets and developing financial reports.
- Passion for the organization's mission and commitment to serving the needs of its members.