National School Boards Association

1680 Duke St. FL2, Alexandria, VA 22314-3493

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www.nsba.org

# **Managing Director, Government Relations**

Location: Alexandria, VA

Salary Range: $141,000 – $205,000

Type: Full-time, primarily remote environment, with an expectation of being in person periodically at our Old Town, Alexandria, Virginia Office; work-related travel required.

The National School Boards Association (NSBA) seeks a highly conscientious and experienced

Managing Director for Government Relations. 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 incumbent 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:**

* Works with Executive Director & CEO and other key personnel to address broad association-wide programs and issues.
* Advocates for NSBA’s key advocacy priorities with Congressional offices, political appointees, and senior Executive Branch officials.
* Staff Legislative Committee of the organization.
* Staff the Consortium of State Advocacy & Legislative Staff group (CSALS).

# Transforming public education, board by board

* Collaborate with external lobbying firms and submit weekly reports across the federation.
* Oversees management and planning of NSBA’s Advocacy & Equity Institute, including budget and resource deployment in collaboration with the events planning team.
* 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 required.
* 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.
* Identify and monitor proposed legislation and regulations for impact and effect on membership/program participants and the organization at large.
* May organize and conduct public opinion surveys and interpret results.
* Manages designated staff.
* Performs other duties as assigned.

# The leading advocate for public education

## Requirements

* Must have 10 or more years in Government Relations Management or combined experience and education to meet the needs of the association.
* 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.

**How to apply:**

Interested individuals should email their cover letter, resume and salary requirements to info@nsba.org.