

Maryland State Education Association Job Description

PROGRAM AREA:	Center for Public Affairs
POSITION TITLE:	Managing Director, Political and Legislative Affairs
BARGAINING UNIT:	None
AUTHORITY AND RELATIONSHIPS:	Reports to the Assistant Executive Director, Center for Public Affairs

JOB DEFINITION:

The Managing Director is responsible for planning, implementing, and directing the organization's legislative and political programs and its resources. The person in this position serves as MSEA's Chief Lobbyist and Political Director.

The Managing Director is a strategic leader of the Center for Public Affairs and part of the association's management team who shares accountability in executing the association's mission, goals, and annual priorities in pursuit of the association's vision.

The Managing Director provides guidance to a staff engaged in the following program areas: 1) legislative strategy and its organizational implementation; and 2) political, campaign, and fundraising strategy and its organizational implementation. The role of the Managing Director is to ensure effective execution of these programs in support of the association's mission, and the cross-organizational integration necessary for effective results and consistency. In addition, there is responsibility for overseeing the inclusion and involvement of MSEA leaders and members in the legislative and political program. This position provides oversight to the appropriate related committees of MSEA and serves on various workgroups from time to time in relation to development of strategies, policies, and procedures that relate to the areas directed, including as a representative of the association with outside coalition partners and other legislative and political allies.

Significant in this role is the ongoing counseling and advice to the Executive Director, Assistant Executive Director, officers of the Association, the Board of Directors, local governance and staff, and management on the full breadth of government relations and electoral matters.

QUALIFICATIONS:

- Bachelor's degree in political science, public policy, education, government, or equivalent required; advanced degree preferred.
- Demonstrated breadth and maturity of judgment and experience in politics; preferably working for a membership/advocacy organization.
- Minimum three years of experience in strategic planning, leadership, project management, supervision, and budgeting.
- Experience managing or supporting electoral programs and campaign staff.
- Lobbying experience in the local and state political arena, particularly as it relates to education-related issues.

- Knowledge of the Maryland budget and legislative processes. Professional relationships with Maryland government officials of the legislative and executive branches is preferred.
- Experience raising funds and building member support of a political action committee.
- Knowledge of campaign finance laws and regulations that govern the operations of Maryland state political action committees.
- Knowledge of the values, goals, and mission of MSEA, tenets of unionism, and the core issues that resonate within the public education arena.
- Knowledge of training methods, techniques, and administration that facilitate a high level of training delivery.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Maryland.

ABILITIES AND SKILLS:

The successful applicant must be able to demonstrate understanding of and proficiency in:

- Analyzing and evaluating the impact of political and legislative matters on the association and in the design, recommendation, and implementation of an effective strategic response.
- Working with and engendering cooperative support, and consulting/counseling/ advising with leaders, members, and all levels of association management, governance, and staff.
- Effective listening, strategic thinking, advocacy, time and people management, observation, eliciting information, and persuasion.
- Mastery of verbal (both in dialogue and group presentations), professionally written, and editorial communications skills.
- Establishing and maintaining effective working relationships with outside political leaders, government officials, education organizations, unions, and other coalition partners.
- Managing interpersonal disputes and minimizing the effects of conflict on future interactions and job effectiveness.
- Developing and implementing strategic initiatives to effectively carry out a large-scale and complex government relations agenda for the association.
- Thinking quickly and providing clear and persuasive responses in debate-like situations.
- Working with and maintaining data and information of a confidential nature.
- Exercising discretion and independent judgment.
- Demonstrating initiative and resourcefulness.
- Working in a Microsoft Office suite environment.
- Performing duties with a high level of efficiency and accuracy.

RESPONSIBILITIES:

- Directs, supervises, and evaluates the work of assigned staff.
- Manages the planning, budgeting, and controlling of division operations ensuring that administrative activities and tactical efforts are consistent with and supportive of the overall mission and goals of the association.
- Prepares reports for submission to the Executive Director, Board of Directors, and the Representative Assembly.
- Responsible for the design, recommendation, and implementation of association legislative and regulatory programs.

- Directs and oversees the analysis, tracking, and monitoring of relevant General Assembly legislation, initiatives sought by the Governor, and select Federal legislation, and the development of recommended legislative positions and tactics.
- Manages the development of strategies and coordinates tactical plans to form coalitions with external organizations that share MSEA's philosophies, interests, and goals.
- Collaborates with colleagues throughout the association to ensure a unified and consistent voice in the review and development of legislative and political agenda and strategy.
- Directs the development of programs, position papers, messages and mailings, talking points, testimony, etc. to communicate effectively and present Association positions and programs to Association constituency and government officials.
- Oversees the delivery of government relations-related training programs to better prepare leaders, members, and staff on political and legislative matters.
- Speaks before and makes presentations to government officials, education organizations, and MSEA members regarding political issues and legislative strategy.
- Responsible for the design, recommendation, implementation, and oversight of MSEA's political programs.
- Oversees the support and consultancy provided to the MSEA Fund for Children and Public Education PAC, including activities, fundraising, campaign and election initiatives, and ensures coordination with NEA.
- Mobilizes election strategies targeting members and the general public to meet MSEA's political objectives.
- Works with public opinion pollsters to help shape political and legislative strategy.
- Ensures that MSEA's political program is interwoven and coordinated with MSEA's legislative strategy and efforts.
- Responsible for the design, recommendation, and implementation of association political fundraising programs.
- Directs the planning and administering of all PAC fundraising programs.
- Responds to inquiries from leaders, staff, affiliates, and members.
- Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Works with MSEA committees, as assigned.
- Performs other duties as assigned.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

Date of Employment: As soon as possible

Submission deadline: September 18, 2020

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