



NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS

JOB DESCRIPTION

TITLE: Director of Government Relations

REPORTS TO: Executive Director

JOB PURPOSE:

Develop, direct and supervise Governmental Relations activities for the Association. Act as the Association's primary lobbyist before the state and Federal governing bodies in matters related to public education.

QUALIFICATIONS:

1. A Bachelor's degree or equivalent experience in governmental relations.
2. A minimum of five years' experience in the legislative branch of government or related fields required.
3. A minimum of five years' management and supervisory experience required.
4. Demonstrated understanding of and experience in educational policy.
5. Demonstrated ability to work collaboratively with multiple constituents and build and maintain strong relationships with other educational organizations and governmental representatives.
6. Strong communication skills including the ability to be persuasive and aggressive in advocating the positions and policies of NJASA.
7. Demonstrated ability to develop and deliver effective presentations.
8. Demonstrated ability to exercise good judgment and make independent decisions.
9. Demonstrated effective problem analysis and resolution at both a strategic and functional level.
10. Knowledge of current news events, legislative activities, and emerging governmental relations related issues.
11. Demonstrated knowledge of New Jersey state government and its operations.

RESPONSIBILITIES:

1. Operates as the primary lobbyist for the Association and at the state and federal level.
2. Researches and analyzes legislative bills, administrative code and policy issues affecting public education and school leaders.

3. Assists the Executive Director with the development of association strategy and positions on legislation, administrative code, political issues and related matters.
4. Reports and advises the Association's Executive Director, Officers, Executive Committee, Great Schools New Jersey, and Legislative Committee on legislative bills, administrative code, political issues affecting the membership and the development of the Association's legislative agenda.
5. Prepares and presents association testimony and position statements before the State Legislature, the State Board of Education, the Governor's Office and regulatory agencies and other relevant government bodies on issues impacting public education and association membership.
6. Serves on government advisory boards, committees and commissions as needed.
7. Meets directly with legislators, public officials, state and federal policymakers and critical staff members to advocate the Association's positions on proposed law and education policy.
8. Represents the association in coalition work with other education associations, government agencies and advocacy groups.
9. Serves as media spokesperson on legislative and policy issues as needed and as assigned by the Executive Director.
10. Serves as staff liaison to the NJASA Legislative Committee, Great Schools New Jersey and other ad hoc committees as assigned by the Executive Director.
11. Works collaboratively with NJASA Chief Counsel and other staff in interpreting substance and impact of proposed legislative and policy issues to other NJASA committees.
12. Plans and coordinates membership outreach on key issues by working collaboratively with the Executive Director other Association staff.
13. Regularly attends and provides current materials, and speaks at county roundtable meetings, as assigned by the Executive Director, to update Association members on current legislative and policy issues.
14. Assists Association members in the development and presentation of testimony before governmental bodies on behalf of the Association.
15. Assists county organizations in the organization of local legislative events.

16. Collaborates with other departments to ensure effectiveness of Association activities.
17. Performs other duties as assigned by the Executive Director.