



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704  
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**Job Title:** GOVERNMENT AFFAIRS PROJECT MANAGER  
**Reports to:** VICE PRESIDENT OF POLICY & ADVOCACY  
**Job-Type:** FULL TIME, EXEMPT EMPLOYEE  
**Hours:** TYPICALLY, MONDAY-FRIDAY, 9AM TO 5PM

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TPCSA is the statewide association representing approximately 175 charter holders and over 750 charter campuses which are educating more than 310,000 students in Texas. TPCSA advocates on behalf of member schools and the Texas public charter school movement, assists existing schools in their efforts to expand and grow, and provides a variety of member services for school operators, board members, and staff.

### **A. Job Summary**

The Government Affairs Project Manager collects and analyzes critical intelligence about the state's political and policy arenas – then helps ensure that TPCSA leverages that information as part of highly effective advocacy on behalf of Texas public charter schools and their families.

In this role, you will coordinate communication with internal and external stakeholders; monitor legislative and regulatory developments at all levels of government; and help develop the strategy and tactics of regional advocacy directors and other Association staff. You will also provide administrative support, such as tracking outreach to elected officials and managing the team's budget.

### **B. Essential Job Functions**

- Supports TPCSA advocacy efforts at the direction of the VP of Policy & Advocacy;
- Create and maintain lists of target lawmakers with essential information about each lawmaker;
- Create and execute plans to inform and engage key influencers in the political and policy space;
- Strategically build relationships with the offices of elected officials at the federal, state, and local levels;
- Develop one-pagers and other materials about policies that impact the charter school community;
- Track government affairs team activity, status of key policies, and successes to report back to supporters;
- Liaise with TPCSA's school and non-profit coalition partners, including organizing regular calls/meetings for the group and attending events hosted by those organizations
- Manage travel, expenses, and budgets for the policy and advocacy team
- Attend legislative hearings and meetings and report back to the team on relevant news

### **Other expectations for candidates**

- Maintain regular and punctual attendance, including the ability to work long hours during peak times (such as the Legislative Session)
- Travel requirements — 25% percentage of travel time to conferences, schools, and trainings in the US, sometimes require overnight stays.
- Work cooperatively with others both inside and outside the organization
- Work in an office environment.

- Follow all company policies and procedures.
- Physical demands— sitting for long periods in an office setting, keyboarding for long periods, lifting up to 30 pounds as required, bending, driving, and other physical demands as needed.

## **C. Qualifications**

### **Minimum Required**

- Exceptionally organized
- Demonstrated ability to manage projects across teams/departments
- Strong writing, research, and communications skills – including the ability to process high volumes of information and synthesize the most important takeaways
- 3 years of professional experience
- Strong belief in the mission of public charter schools

### **Preferred Qualifications**

- Bachelor's degree
- 2-4 years' experience in a role involving government affairs or policy, or a political campaign
- Thrives in fast-moving, sometimes high-pressure environments
- Experience with the political and policymaking process in Texas (Capitol savvy preferred)
- Knowledge of Texas charter school movement and education reform more broadly

## **D. Benefits**

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, vision, and life insurance
- Paid holidays and PTO
- Matching Plan for 401 (k) contributions

## **E. Disclaimer**

This job description is not an employment agreement or contract. Nor is it an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. TPCSA reserves the exclusive right to revise the job description at any time without notice. Employment with TPCSA is at-will. An at-will employment relationship can be terminated at any time with or without reason or notice by either the employer or employee. This at-will relationship exists regardless of any statements made to the contrary. The employee must be able to perform the essential functions of the position satisfactorily, with or without accommodations. If requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

## **F. Application**

Qualified candidates should submit the following application materials in one PDF document:

- Cover letter detailing how you embody TPCSA's core values of optimism, drive, hustle, and excellence
- Resume describing your relevant experience and education

Applications should be emailed to Natalie Kaharick at [nkaharick@txcharterschools.org](mailto:nkaharick@txcharterschools.org).