



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704
PH: 512.584.8782

Job Title: Managing Director of Governmental Affairs

Reports to: Chief Executive Officer

Job-Type: Full Time, Exempt Employee

Hours: Typically, Monday-Friday, 9am to 5pm

The Texas Public Charter Schools Association is the voice of public charter schools in Texas. Its mission is to support and advocate for public charter schools to ensure every family has the ability to choose a high-quality public school.

A. Job Summary

The Managing Director of Governmental Affairs will advance the Association's advocacy strategy by ensuring cross-team collaboration to achieve goals and targets. The Managing Director of Governmental Affairs will work with the CEO and Chief of Staff to oversee and manage internal advocacy staff as well as a team of outside lobbyists.

B. Essential Job Functions

Manage the execution of TPCSA's advocacy agenda and staff

- Supervise all cross-team efforts around legislative and regulatory advocacy
- Ensure coordination of activities and implementation of TPCSA's strategic priorities across the Advocacy team; ensure organizational goals and grant metrics are achieved by the advocacy team
- Supervise Senior Director of Community Engagement, Senior Attorney & Director of Regulatory Affairs, Governmental Affairs Project Manager, with additional growth of the team over the next 12-18 months
- Organize & facilitate routine and ad-hoc internal advocacy team meetings
- Work collaboratively with cross-team colleagues to ensure all constituents have a common understanding of the strategic priorities and how they will be incorporated into our legislative and regulatory agendas, and how all tactics and projects support our broader objectives and goals
- Work with TPCSA's contract lobbyists to implement regulatory and legislative advocacy strategy; maintain responsibility for ensuring lobbyists are implementing our instructions

- Work with the Governmental Affairs Project manager to regularly engage TPCSA's Coalition partners
- Work with the Governmental Affairs Project manager to ensure that logistics for large-scale advocacy activities and events are executed at a high standard
- Organize and run weekly meetings with Charter School members to inform of legislative progress and organize their support

C. Expectations:

This is a full-time, exempt position. Employees are generally expected to work a 40-hour work week, with an understanding that occasionally there will be times when 50 or more hours a week may be required in order to complete projects.

D. Qualifications

- Experience as an organizer on a political campaign or working for an advocacy organization
- Have a can-do, yes-and attitude and fire for the mission of supporting high-quality public school options for all kids.
- Embody TPCSA's core values: Optimism. Drive. Hustle. Excellence.
- Be a self-starter who thrives in a fast-paced, rapidly-changing environment.
- Be committed to meeting deadlines and taking initiative over projects
- Be flexible, with the ability to pivot and adapt to change as necessary.
- Hold high standards for work and embrace accountability for meeting targets
- Bring strong verbal and written communications skills
- Ability to think critically and problem solve with little input
- Knowledge of charter schools and the charter movement is preferable, but not required

E. Education

- Bachelor's degree required
- 3-5 years experience in advocacy, public policy, or government

F. 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

G. 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.

H. 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 admin@txcharterschools.org