



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704
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Job Title: ADVOCACY PROJECT MANAGER
Reports to: VICE PRESIDENT OF ADVOCACY
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. We're on a mission to ensure every family has the ability to choose a high-quality public school by supporting and advocating for public charter schools. We work closely with our sister organization, Charter Schools Now.

A. Job Summary

The Advocacy 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; monitor progress toward organizational metrics; and help execute tactics for the advocacy team. You will also provide administrative support, such as tracking outreach to elected officials.

B. Essential Job Functions

- Supports TPCSA advocacy efforts at the direction of the VP of Advocacy;
- Create and maintain lists of target lawmakers with essential information about each lawmaker;
- Develop one-pagers and other materials about policies that impact the charter school community;
- Track advocacy team activity, status of key policies, and successes to report back to supporters;
- Coordinate 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 data entry, metrics tracking, and budget tracking for the advocacy team;
- Attend legislative hearings and meetings and report back to the team on relevant news, which may necessitate working long hours during peak times (such as the Legislative Session).

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 policy making 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. Instructions for Application

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

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

The PDF should be emailed to nkaharick@txcharterschools.org