



3801 S. Capital of Texas Hwy., Suite 330, Austin, TX 78704
PH: 512.584.TPCSA (8272) | FAX: 512.584.8492

Job Title: VICE PRESIDENT OF ADVOCACY
Reports to: CEO
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 Vice President of Advocacy is responsible for the overall legislative and regulatory advocacy and coalition building efforts for the Association. In addition, the Vice President of Advocacy serves, along with the Chief Executive Officer, as the primary liaison to the Texas Legislature with a focus on implementing the legislative priorities of the Association.

Job functions include managing public policy, advocacy, and community outreach efforts for the Association. This position also coordinates closely with TPCSA Member Engagement, Communications and Development staff to ensure a unified approach to accomplishing goals and objectives outlined in the TPCSA strategic plan. The Vice President of Advocacy directs the efforts of the association's external lobby team and consultants.

B. Essential Job Functions

Policy and Advocacy:

- Manage development of the TPCSA's advocacy and policy agendas and implement a proactive plan to achieve advocacy and policy goals, including grassroots, legislative action, coalition building, and regulatory affairs.
- Manage and supervise advocacy strategy to connect local charter schools with their local, state and federal legislative leadership to produce a net gain in legislation/regulations that support charter schools.
- Oversee monitoring and analysis of local and federal legislation and related fiscal notes that impact Texas charter schools and devise options for responding to these legislative efforts.
- Collaborate with local and national policy and advocacy organizations to inform research and advocacy efforts on behalf of charter schools in Texas.
- Maintain relationships with key legislative staff, elected members, and coalitions in order to promote a unified legislative agenda.

- Work to develop a positive regulatory atmosphere at the Texas Education Agency and State Board of Education, and oversee legal affairs
- Attend relevant Legislative committee hearings, working with members to provide public testimony as needed. Attend Texas State Board of Education meetings.

Community and Grassroots/Grasstops:

- Serve as a major spokesperson and advocate for charter schools.
- Build and maintain relationships with the leadership of member schools and prospective member schools to ensure that TPCSA is an invaluable advocacy partner.
- Monitor progress of a sub-grant serving 12 charter school districts, providing grantees guidance on communications and advocacy, and track their action.
- Represent TPCSA before a wide variety of audiences in settings such as conferences, funder meetings, panel presentations and charter governance board meetings.
- Provide advocacy expertise for the Association and to member schools.

Supervisory Responsibilities:

- Supervise the following positions: VP of Strategic Engagement, Senior Director of Coalitions and Community Engagement, Director of Regulatory Affairs, Government Affairs Project Manager.
- The VP of Advocacy will also manage the relationship with the external lobbying team and several consultants.

C. Expectations

- This individual will be instrumental in advancing TPCSA's ambitious goal of advancing pro-charter policy at the federal, state, and local levels while increasing the organization's profile and telling a more proactive story about the success of public charter schools in Texas.
- The successful candidate will be an extremely organized and detail-oriented professional looking for an opportunity to thrive in a position where they will be given space to contribute meaningfully to a team.
- 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

- Ten years of experience in external affairs, legislative affairs, advocacy, outreach, or related field
- Demonstrated management experience
- Bachelor's degree or higher with an emphasis in political science/government, public policy, communications or a closely related field preferred
- Skilled writer with attention to detail; skilled communicator on all levels who can communicate complex issues to internal and external stakeholders in a clear and understandable manner
- Goal oriented team player who can pay close attention to detail while multitasking
- Evidence of high-level organizational and analytical skills
- Ability to manage and coordinate a number of projects and tasks simultaneously
- Knowledge of charter schools and the charter movement desired, but not requisite

E. 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

F. 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.

G. 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