VIRGINIA EDUCATION ASSOCIATION
VACANCY ANNOUNCEMENT FOR POSITION OF
POLITICAL COORDINATOR / GOVERNMENT RELATIONS SPECIALIST

Date of Posting: November 26, 2019
Deadline for Applying: Open Until Filled
Reports to: Director of Government Relations and Research

Position and Description:

The VEA is seeking qualified applicants for the position of Political Coordinator/Government Relations Specialist. The Political Coordinator/Government Relations Specialist is responsible for developing and implementing a political program that promotes public education and the VEA. The VEA’s political program is rooted in our nearly 40,000 teachers and school support professional members. The Political Coordinator/Government Relations Specialist also oversees the PAC program and budget. The Political Coordinator/Government Relations Specialist works closely with the Director of Government Relations and Research to run year-round program that supports the VEA’s legislative and political goals.

The ideal candidate should be an independent and strong leader that is able to drive project and programs to completion in fast-paced environment. They also will have experience working with political campaigns, unions, and other membership organizations. All candidates must show a demonstrated commitment to public education.

VEA is dedicated to advancing quality instruction and curriculum, adequate funding, and excellent working conditions for Virginia public employees. VEA is the state affiliate of the National Education Association with more than 3 million members. See our website at www.veanea.org

Duties and Responsibilities:

The Political Coordinator reports to the Director of Government Relations and Research.
Creating and implementing robust political campaign plans to elect strong public education candidates in Virginia
Establish accountability systems to ensure that all campaign goals are met and provide regular campaign assessments and post-election analysis
Serving as the staff liaison to the VEA’s PAC
Developing and delivering training programs in political action for VEA members and staff, especially regarding Campaigns and Elections and PAC fundraising
Consulting with VEA attorneys to maintain compliance with campaign finance and election law
Assisting in the development of paid political communications to support recommended candidates
Developing, implementing, and monitoring PAC fund-raising strategies and activities, the candidate recommendation process and election efforts
Assist in the development and management of the PAC budget and other political budgets and resources
Assisting in the strengthening of state association and local PAC capacity through a strategic implementation of an effective fundraising strategy
Manage the PAC website and social media
Assist in the coordination of organizing for VEA legislative priorities
Data management on the Voter Activation Network (VAN)
Other duties appropriate to the position assigned by the Director of Government Relations and Research.

Minimum Qualifications:

- Minimum B.A. or B.S. degree
- At least 3 years’ experience in electoral, civic engagement, or political campaigns, with some relevant connection to community, labor, or other non-candidate politics
- Excellent writing and communication skills
- Results-focused and organized
- Demonstrated ability to create, manage and execute strategic political and campaign plans
- Ability to create excellent working relationships with many stakeholders, including local leaders, partners, legislators, candidates and campaign staff
- Familiarity with political data, latest technologies, and best practices in the field, including VAN
- Ability to work and travel on evenings and weekends

Other:

Position requires a valid Virginia Driver’s License, and some travel around the state, including some overnight.

Salary and Fringe Benefits:
Salary is negotiable depending upon applicant’s experience and qualifications. The VEA/Staff Master Contract has a salary range of $57,838 to $96,839 for 2018-2020. The contract also includes an excellent fringe benefits package.

**Application Procedure:**

In order to apply, please send a cover letter, resume, and contact information for three references recruiting@veanea.org.

**VEA IS AN EQUAL OPPORTUNITY EMPLOYER**