



**Georgia Association of Educators  
Job Posting**

**POSITION TITLE:** GAE's Chief Lobbyist and Program Manager  
**DEPARTMENT:** Government Relations  
**IMMEDIATE SUPERVISOR:** Dr. Craig Carter, Executive Director  
**EMPLOYEE GROUP:** Management  
**LOCATION:** GAE Headquarters  
**HOURS/STATUS:** Full Time /Permanent  
**SALARY:** Negotiated  
**CLOSING DATE:** 7/6/2021, 5:00 p.m. EST

**JOB DEFINITION:**

This is division manager level work responsible for planning, implementing, and directing the organization's legislative and political programs and its resources. The person in this position serves as GAE's Chief Lobbyist and Program Manager.

The Chief Lobbyist and Program Manager is a proven strategic leader and part of the association's management team who shares accountability in executing the association's mission, goals, and annual priorities in pursuit of the association's vision.

As Chief Lobbyist and Program Manager, the employee directs staff engaged in the following program areas: 1) legislative strategy and its organizational implementation; 2) political, campaign, and fundraising strategy and its organizational implementation; and 3) Aspiring Educators, Early Career Educators, Higher Education, and Lobbyists. The manager ensures effective execution of these programs in support of the association's mission, as well as the cross-organizational integration necessary for effective results and consistency. In addition, the manager is responsible for overseeing the inclusion and involvement of GAE leaders and members in the legislative and political program. This position provides oversight to the appropriate related committees of GAE and serves on various workgroups from time to time in relation to development of strategies, policies, and procedures that relate to the areas directed, including as a representative of the association with outside coalition partners and other legislative and political allies.

Significant in this role is the ongoing counseling and advice to the Executive Director, officers of the Association, the Board of Directors, local governance and staff, and management on the full breadth of government relations and electoral matters.

**GAE Motto:** *We exist to support, protect, and strengthen those who nurture Georgia's children*

## **QUALIFICATIONS:**

- Bachelor's degree in political science, public policy, education, government, or equivalent required; advanced degree preferred.
- Demonstrate breadth and maturity of judgment and experience in politics; preferably working for a membership/advocacy organization.
- Minimum three years of experience of effective skills in strategic planning, leadership, project management, supervision, and budgeting.
- Experience managing or supporting electoral programs and campaign staff.
- Lobbying experience in the local and state political arena, particularly as it relates to education-related issues.
- Knowledge of the Georgia budget and legislative processes. Professional relationships with Georgia government officials of the legislative and executive branches is preferred.
- Experience raising funds and building member support of a political action committee.
- Knowledge of campaign finance laws and regulations that govern the operations of Georgia state political action committees.
- Knowledge of the values, goals, and mission of GAE, tenets of unionism, and the core issues that resonate within the public education arena.
- Knowledge of training methods, techniques, and administration that facilitate a high level of training delivery.
- Has or is able to obtain and maintain a valid US driver's license that complies with the State of Georgia.

## **ABILITIES AND SKILLS:**

The successful applicant must be able to demonstrate understanding of and proficiency in:

- Analyzing and evaluating the impact of political and legislative matters on the association and in the design, recommendation, and implementation of an effective strategic response.
- Effectively working with, engendering cooperative support, and consulting/counseling/ advising with leaders, members, and all levels of association management, governance, and staff.
- Effective listening, strategic thinking, advocacy, time and people management, observation, eliciting information, and persuasion.
- Mastery of verbal (both in dialogue and group presentations), professionally written, and editorial communications skills.
- Establishing and maintaining effective working relationships with outside political leaders, government officials, education organizations, unions, and other coalition partners.

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*

- Managing interpersonal disputes and minimizing the effects of conflict on future interactions and job effectiveness.
- Developing and implementing strategic initiatives to effectively carry out a large-scale and complex government relations agenda for the association.
- Thinking quickly and providing clear and persuasive responses in debate-like situations.
- Working with and maintaining data and information of a confidential nature.
- Exercising discretion and independent judgment.
- Demonstrating initiative and resourcefulness.
- Working in a Microsoft Office suite environment.
- Performing duties with a high level of efficiency and accuracy.

#### **RESPONSIBILITIES:**

- Direct, supervise, and evaluate the work of assigned staff.
- Manages the planning, budgeting, and controlling of political action committee (PAC) operations ensuring that administrative activities and tactical efforts are consistent with and supportive of the overall mission and goals of the association.
- Prepares reports for submission to the Executive Director, Board of Directors, and the Representative Assembly.
- Responsible for the design, recommendation, and implementation of association legislative and regulatory programs.
- Directs and oversees the analysis, tracking, and monitoring of relevant General Assembly legislation, initiatives sought by the Governor, and select Federal legislation, and the development of recommended legislative positions and tactics.
- Manages the development of strategies and coordinates tactical plans to form coalitions with external organizations that share GAE's philosophies, interests, and goals.
- Collaborates with colleagues throughout the association to ensure a unified and consistent voice in the review and development of legislative and political agenda and strategy.
- Directs the development of programs, position papers, messages and mailings, talking points, testimony, etc. to communicate effectively and present Association positions and programs to Association constituency and government officials.
- Oversees the delivery of government relations-related training programs to better prepare leaders, members, and staff on political and legislative matters.
- Speaks before and makes presentations to government officials, education organizations, and GAE members regarding political issues and legislative strategy.
- Responsible for the design, recommendation, implementation, and oversight of GAE's political programs.
- Oversees the support and consultancy provided to the GAE Fund for Children and Public Education PAC, including activities, fundraising, campaign and election initiatives, and ensures coordination with NEA.
- Mobilizes election strategies targeting members and the general public to meet GAE's political objectives.
- Works with public opinion pollsters to help shape political and legislative strategy.

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*

- Ensures that GAE's political program is interwoven and coordinated with GAE's legislative strategy and efforts.
- Responsible for the design, recommendation, and implementation of association political fundraising programs.
- Directs the planning and administering of all PAC fundraising programs.
- Respond to inquiries from leaders, staff, affiliates, and members in a timely and competent manner.
- Work extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Work with GAE committees, as assigned.
- Perform other duties as assigned by Executive Director.

To apply for the GAE's Chief Lobbyist and Program Manager position, send a cover letter and resume to Dr. Craig Carter at [craig.carter@gae.org](mailto:craig.carter@gae.org). Deadline to apply is Tuesday, July 6, 2021.

*Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. GAE is an equal opportunity employer. The more diverse and inclusive we are, the better our work will be. All employment is decided on the basis of qualifications, merit and business need.*