

VACANCY

DIRECTOR OF GOVERNMENT RELATIONS & ELECTIONS

Kansas National Education Association (KNEA) seeks qualified candidates for the Director of Government Relations & Elections position.

Position Description: The Director of Government Relations and Elections is responsible for managing KNEA's political action, campaign involvement, fundraising, and other KNEA Political Action Committee (KPAC) related duties. Additionally, this position will also serve as a backup to KNEA's Director of Government Relations and Legislative Affairs. The position offices at KNEA Headquarters in Topeka, Kansas.

Qualifications:

- A baccalaureate degree with a Political Science major or related field preferred
- Governmental relations and coalitions experience with experience in Kansas preferred
- Knowledge of, and willingness to work toward, Kansas NEA's mission and goals
- Knowledge of issues facing K-12 and higher education employees and their students
- Ability to gather and articulate information to develop a political agenda and to efficiently and effectively implement specific strategies to advance that agenda
- Experience facilitating public campaign and election activities
- Knowledge of information gathering, polling, and surveying techniques
- Knowledge of and ability to comply with the election and campaign finance laws relating to conflict of interests, financial disclosure, and the regulation of lobbying
- Excellent oral and written communication skills
- Ability to use adult learning theory in planning, presentations, and training
- Demonstrated ability to facilitate group and individual interaction in managing change
- Ability to work with groups with diverse viewpoints
- Familiarity with Kansas education statutes
- Ability to analyze education agency budgets
- Ability to prioritize and organize work to ensure the completion of multiple tasks
- Willingness and ability to work long hours, including evenings and weekends, as necessary
- Ability to manage support staff
- Ability to develop and manage program area budgets

Position Responsibilities:

- Political Action
 - Serving as key KNEA staff in the KPAC candidate recommendation process
 - Managing election-related coalitions (including organizations, candidates, and vendors)
 - Overseeing group and individual campaign activities
 - Managing relationships with recommended candidates
- Fundraising
- Other KPAC Duties
 - KPAC budget management
 - Campaign finance compliance
- Keep membership informed with presentations, training, events, and other updates including Under the Dome
- Backup to Director of Government Relations and Legislative Affairs
 - Assume the role of co-director and assist accordingly
- Other duties as assigned

Salary and Fringe Benefits:

- Under the KNEA/Kansas Staff Organization contract
- Salary Range is between \$73,900 to \$106,400, based upon experience
- Liberal fringe benefits and leave, as provided in the contract

Employment Date: TBD

About KNEA: KNEA's mission is to advocate for education professionals and unite our members, Kansans, and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and interdependent world. Our vision is a great public school for every student. Our members include PK-12 educators, higher education employees, education support professionals, aspiring educators, and retired educators.

How to Apply: Qualified candidates should email a cover letter, resume, and three (3) references to Sarah Meyer, Executive Assistant, sarah.meyer@knea.org. Applications must be received by November 8, 2024, at 5:00 p.m. CDT.

KNEA is an Equal Opportunity Employer.

We celebrate diversity and are committed to creating an inclusive environment for all employees.