Legislative / Legal Affairs & Policy Manager

For more than 40 years, the North Carolina Association of School Administrators has upheld our mission of ensuring quality learning experiences for all students through visionary and effective leadership. We are an umbrella organization under which North Carolina school administrator groups are unified providing broad based membership services, professional development, financial services, communication-based resources, legal counsel and advocacy, primarily through our unified lobbying activities.

NCASA has a full-time office staff available to assist members with a wide range of requests. We are committed to growing and changing to meet the needs of our membership and to representing the school administrators’ viewpoint year-round with a definitive voice with the North Carolina General Assembly and other policy-making bodies including the North Carolina State Board of Education. We are the only organization in North Carolina that is inclusive of ALL central office administrators, principals, assistant principals and higher education professionals.

We are seeking a Legislative / Legal Affairs & Policy Manager to support the work of our organization. The right candidate will serve as a lobbyist for the association under the direction of Executive Director and Chief Lobbyist Katherine Joyce, representing NCASA when the General Assembly is in session. In conjunction with the Executive Director, the Legislative / Legal Affairs & Policy Manager will also work to develop and implement strategies for assessing member stances on emerging political issues/legislation and respond to member inquiries about specific legislation. The ability to balance legislative responsibilities with member communications and outreach is crucial. The best candidate will be able to analyze legislation and research public education issues to develop and implement policy positions and effective legislative strategies while simultaneously creating related and relevant communications that are both thorough and efficient.

In addition to the duties outlined in the description below, the Legislative / Legal Affairs & Policy Manager is expected to contribute to NCASA’s communications strategy with press releases, maintenance of our legislative blog and news bank, weekly e-newsletter, and grassroots outreach efforts. Because of the nature of our business, an appreciation for the potential of both NCASA and North Carolina’s public schools is required. We are seeking someone who is willing to embrace variety in their day-to-day work; who is detail oriented and can see projects successfully through to completion with minimal supervision. This position requires both flexibility, analytical thinking and people skills. NCASA would prefer to hire an attorney, but other candidates with previous lobbying and/or public policy experience will be considered. This full-time position would be ideal for a law school graduate with a background in education policy seeking an opportunity to make an immediate impact. There is potential for this position to grow into a Legislative General Counsel role.

Please submit your resume and salary requirements with a cover letter outlining your experience and thoughts about North Carolina Public Schools in the current political climate to Assistant Executive Director Anne Strickland at astrickland@ncasa.net.

This position is open until filled, with an anticipated start date of no later than October 15, 2018. Legal background is preferred, but not required. Salary commensurate with experience; all eligible candidates will be considered. We look forward to hearing from you!
Legislative / Legal Affairs & Policy Manager

Primary Responsibilities

The Legislative / Legal Affairs & Policy Manager will manage day-to-day legislative activities during and surrounding General Sessions to including strategizing, planning for, and implementing strategy and services that provide value to members and promote member engagement, as well as membership retention and growth through advocacy.

- Serve as a lobbyist for the association, under the direction of the Executive Director/Chief Lobbyist, by representing NCASA when the General Assembly is in session. In conjunction with Executive Director, develop and implement strategies for assessing member stances on emerging political issues/legislation and respond to members' inquiries concerning association's position on specific legislation.

- Support Executive Director/Chief Lobbyist in working with the association’s Legislative Committee and work as needed with other internal committees representing various segments of membership.

- Represent association in numerous collaborative efforts pertaining to legislation and education policy development (i.e. School Boards Association, Public School Forum, etc.).

- Analyze legislation and research public education issues to develop and implement policy positions and effective legislative strategies. Perform research as needed regarding policy issues.

- Speak to legislators one-on-one and through committee testimony to advocate association's position on legislation of interest. Create position papers to present association's viewpoint of specific legislation.

- Secure legislative sponsors for bills and amendments and help draft those pieces of legislation.

- Negotiate public policy with members of the General Assembly and with other stakeholder groups in order to pass legislation that is in the best interest of the association's membership.

- Monitor legislative committee meetings and floor sessions to stay updated on policies and funding issues affecting N.C. public schools and their personnel. Monitor and provide input for the actions of other boards and commissions that affect public schools and their personnel (i.e., Teachers’ and State Employees’ Retirement System, State Board of Education, etc.).

- Create, prepare, and maintain daily blog reporting daily happenings in that all members may access.

- Draft and prepare weekly legislative and related statewide news newsletter that is sent to all members to keep them updated on legislative actions and other news impacting public schools and their personnel. Prepare and update bill-tracking summaries that are maintained on website to keep the membership updated on the status of legislation.

- Create legislative alerts that are emailed to targeted segments of membership to encourage grassroots lobbying on issues that are time-sensitive.

- Draft emails to members and other required groups (Legislative updates, State Board Reviews, alerts, etc.).
• Encourage members when needed to contact legislators to help advocate association’s position on particular legislation.

• Prepare and present a legislative update for Board of Directors and for other segments of the membership and affiliated organizations as needed in the absence of Executive Director/Chief Lobbyist.

• Prepare and present a legislative update presentations and/or PowerPoint presentations for membership meetings and affiliated organizations’ conferences as needed in the absence of Executive Director/Chief Lobbyist.

• Draft, and provide legal analysis of, contract lobbyist contracts and other contractor agreements as needed. Draft, and provide legal analysis of, corporate partner sponsorship contracts.

• Conduct one-on-one consultations with members regarding employment-related disputes and similar matters, providing guidance on professional rights and responsibilities.

• Prepare or assist with the development of press releases, publications, reports and other materials as needed.

• Represent association when required at meetings and conferences.

Overall Assistance:

• Assist other members of staff as work load permits, or as required by office demands.
• Perform other duties as assigned and requested by NCASA’s governing Board of Directors.
• Perform other duties as assigned and requested by Executive Director.

Minimum Training and Experience Requirements:

Completion of JD degree from an accredited school of law with licensure in the State of North Carolina is preferred but not required. Completion of a four-year program in a college of university with a major emphasis on public policy, government, business or communications and three to five years of experience in education, policy research, lobbying, state or local government, public relations, or related industry is required.

This position involves working directly with members of the General Assembly in drafting and supporting legislation as determined by the NCASA Board of Directors. Drafting emails, alerts, and legislative reports of status of education related bills, and keeping the Executive Director, Board, association staff, and association members up to speed are integral parts of this position. The Legislative / Legal Affairs & Policy Manager has daily contact with the legislature in session. As such, exceptional people skills and high level of proficiency in written and oral communication skills including listening and speaking 1:1 or with small and large audiences is required. Must enjoy working in a fast paced and small office/dynamic team environment.