

Vice President of External Affairs
Texas Charter Schools Association
Austin, TX

About TCSA

TCSA is the statewide association representing approximately 175 charter holders and over 600 charter campuses which are educating more than 310,000 students in Texas. TCSA advocates in Austin and Washington D.C. on behalf of member schools and the Texas public charter school movement, assists existing schools in their efforts to expand and grow, and provides a variety of member services for school operators, board members, and staff. For more information, please visit www.txcharterschools.org.

About the Opening

The Vice President of External Affairs is responsible for the overall legislative and grassroots advocacy efforts for the Association and for all media outreach and communications products for the Association. In addition, the Vice President of External Affairs 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 and advocacy, communications and media, and community outreach and grassroots efforts for the Association. This position also coordinates closely with TCSA Member Services and Growth and Development staff to ensure a unified approach to accomplishing goals and objectives outlined in the TCSA strategic plan. The Vice President of External Affairs directs the efforts of the association's external lobby team and consultants.

This full-time position reports to the Chief Executive Officer and will be based in TCSA's Austin office. Estimated travel: 15%.

Essential Job Functions:

Policy and Advocacy:

- Manage development of the TCSA's advocacy agenda and implement a proactive plan to achieve advocacy goals, including grassroots and legislative action.
- Manage and supervise advocacy strategy to connect local charter schools with their legislative leadership to produce a net gain in legislation/regulations that support charter schools.
- Monitor and analyze 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.
- Attend Texas Senate and House Education and School Finance Hearings, working with members to provide public testimony as needed. Attend Texas State Board of Education meetings.
- Perform other duties as needed.

Communications/Media:

- Develop and execute a strategic communications plan to drive public understanding and awareness of the state charter school movement.
- Proactively develop clear and consistent messages supporting the case for charter schools and effectively respond to negative publicity when necessary.
- Oversee the drafting and editing of articles, issue briefs, editorials, press releases, white papers, one-pagers, and announcements for the Association.
- Oversee the development of advocacy-related infographics, video presentations, and other electronic communication efforts.
- Oversee management of the Association's social media platforms.
- Meet with members of the media to communicate key messages to better position the charter movement across the state.
- Perform other duties as needed.

Community and Grassroots:

- 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 TCSA is an invaluable grassroots advocacy partner.
- Represent TCSA before a wide variety of audiences in settings such as conferences, funder meetings, panel presentations and charter governance board meetings.
- Provide advocacy and communications expertise for the Association.
- Perform other duties as needed.

Supervisory Responsibilities:

- Supervise the following positions: Government Affairs Project Manager, Director of Outreach and Engagement, Senior Attorney, Director of Research and Policy, Director of Communications.

Qualifications:

- Ten years of experience in external affairs, communications, 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 multi-tasking
- Evidence of high-level organizational and analytical skills
- Ability to manage and coordinate a number of projects and tasks simultaneously
- Proficient with Microsoft Office and related software, including Word, Excel, and PowerPoint; ability to become proficient in other software platforms as required
- Knowledge of charter schools and the charter movement desired, but not requisite

Benefits:

- Competitive Salary (actual salary is dependent on qualifications)
- Health Insurance, including medical, dental, and life insurance
- Paid holidays and vacations
- Matching Plan for 401(k) contributions

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 your salary requirements
- Two work samples
- Three professional references

Applications should be submitted to Talent Market via this link:

<https://talentmarket.org/candidates/apply-for-your-dream-job/>

Questions can be directed to Claire Kittle Dixon, Executive Director of Talent Market, who is assisting with the search: claire@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

Talent Market is a nonprofit entity dedicated to promoting liberty by helping free-market nonprofits identify talent for critical roles. We provide free consulting and recruiting services to free-market think tanks, policy organizations, research centers, and capacity-building institutions dedicated to advancing the principles of limited government and free enterprise.