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# IASB JOB DESCRIPTION

Current as of September 20, 2022

## Job Description for Associate Executive Director, Government Relations

Founded in 1913, The Illinois Association of School Boards Mission is excellence in local schools’ governance and support of quality public education.

**Job Title and Classification:** Associate Executive Director, full-time, E3

### Position Information

Department: Governmental Relations  
 Reports to: Executive Director  
 Office Location: Springfield

### Position Summary

The Associate Executive Director serves as head of the Governmental Relations Department with the Department’s staff reporting directly to the Associate Executive Director. Responsibilities include ensuring that the Association positions and concerns are communicated to the Illinois General Assembly, appropriate State regulatory agencies, and the United States Congress. The Associate Executive Director is responsible for supervision of the coalition with other school management organizations that jointly advocate with the Association. The Governmental Relations Department is responsible for the operation and staffing of the Association’s Resolutions Department and Delegate Assembly process.

### Essential Functions

#### Governmental Relations Responsibilities

- Supervise and direct the advocacy for local school board positions before the Illinois General Assembly, the United States Congress, the Illinois State Board of Education, Office of the Governor, and other state and federal policy-making entities
- Supervise the daily lobbying activities of the governmental relations department, including establishing legislative priorities and development and implementation of lobbying strategies for each legislative session
- Oversee IASB’s use of contract lobbyist and membership in trade organizations when applicable
- A strong commitment to and belief in putting issues above party and working across the aisle
- Ensure that Association staff attend sessions of the Illinois General Assembly when the legislature is in session, develop working relationships with the leadership of the General Assembly, members of the General

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Assembly, the Executive Branch, and their respective staffs, and other relevant entities

- Supervise the advocacy efforts in conjunction with legislative coalition partners and ensure productive weekly legislative meetings of the organizations
- Act as consultant to the Illinois Association of School Administrators and Illinois Association of School Business Officials legislative bodies
- Attend legislative activities and engage in negotiations on legislation that is vital to the well-being of the Association’s members
- Testify before legislative committees as necessary
- Provide strategic direction on statewide grassroots efforts and school board member involvement
- Provide strategic direction and support materials for state and national advocacy days and/or local in-district meetings.
- Collaborate with communications staff on the development and timely delivery of media advocacy efforts, legislative reports, end of session reports, and other Association legislative publications

**Membership Service**

- Attend meetings of the Board of Directors, providing legislative information and other services as directed by the Executive Director
- Attend Association division meetings and provide presentations as necessary
- Supervise and direct staff support to the Resolutions Committee and Delegate Assembly
- Provide presentations regarding legislative programs for Association division meetings, member school districts, groups of school leaders in a legislative district, or other organizations as necessary
- Attend the annual conference of the Association, including supervision of legislative panel presentations, the legislative information booth, and the resolutions and Delegate Assembly processes

Serves on the Executive Director’s administrative team

Participates in appropriate professional development offerings as needed

Attends frequent meetings outside the office that may require overnight travel

Practices reliable and consistent attendance and punctuality

Performs other duties that may be assigned

**Education and/or Experience Requirements**

Graduate or undergraduate degree in Political Science, Communications, or related field; extensive experience in association management and/or business management; extensive knowledge of the Illinois public education system; broad

understanding of the legislative process in Illinois; significant previous experience working as a lobbyist, legislative staff person, or other position related to legislative or political involvement, including supervisory duties.

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**Required Competencies**

- Experience and proven competency in managing people
- Excellent interpersonal skills
- Excellent problem-solving skills and organizational skills
- High degree of self-motivation and skill with time management
- Knowledge and experience in budgeting
- Superior skills in writing and public speaking; policy analysis and technical (legislative and regulatory) writing skills.
- Ability to comfortably deliver oral presentations before large audiences

**Special Conditions of Employment**

The employee must have a valid Illinois driver’s license. Mileage and reasonable travel reimbursement is provided.

**Physical Demands**

This position requires the employee to be able to lift, move and safely handle boxes and materials up to 25 pounds; to be able to occasionally stand for extended periods of time; and to be able to hear and speak as necessary to perform the functions of the position.

**Conduct Standards**

The highest of moral and ethical standards is demanded in accordance with the IASB Staff Standards and Staff Core Values. Employee conduct standards and other aspects of employment are addressed in the IASB Employment Handbook.

**DISCLAIMER**

This job description may be changed at any time and is not a contract with the individual employee(s). IASB retains its right to change this job description and assign or reassign duties and responsibilities to this job at any time.