AFT-MARYLAND
VACANCY ANNOUNCEMENT
Director, Policy and Legislative Affairs

The American Federation of Teachers (AFT) - Maryland is a federation of local affiliate unions representing teachers and other public employees throughout the State of Maryland. The AFT-Maryland is seeking a highly qualified individual to serve as its Director of Policy and Legislative Affairs.

The incumbent will be expected to operate with a high level of independence and a high degree of independent judgment for a wide range of issues related to policy and legislative affairs under the general supervision of the Executive Director, AFT-Maryland. The incumbent also works under the general direction of the President, AFT-Maryland.

The incumbent will be expected: (1) to develop and maintain strong working relationships with identified states agencies and staff and other identified external audiences; (2) to conduct policy analysis on current and emerging legislative issues or proposals based on research/intelligence gathering that will have either a direct or indirect impact on workers in the state of Maryland; (3) to coordinate the development and execution of a statewide, year-round, pro-active legislative agenda; and (4) to assist in the design and implementation of programs and collateral materials which promote understanding of the State Federation’s objectives, functions and accomplishments, particularly among members of the General Assembly and their staff; and (5) capably represent the State Federation in various forums.

The incumbent will be expected to build bridges with the General Assembly and facilitate meetings between key elected state political leaders and AFT-Maryland, as required.

**ESSENTIAL DUTIES OR RESPONSIBILITIES**

Works collaboratively with the AFT-Maryland Legislative Committee in the identification and vetting of relevant union issues, and the building of a legislative action plan.

Coordinates with key state federation senior staff in the areas of organizing, communications, political action and community engagement to assess and recommend the levels of effort/resources required to achieve plan goals. Presents a fully integrated, workable plan to the Executive Director for approval.
Monitors the implementation of the AFT-Maryland legislative action plan and makes adjustments as may be required to achieve identified goals.

Works closely with AFT-Maryland contract lobby staff year around to identify trends, anticipate issues, and leverage contacts to move the AFT-Maryland legislative agenda.

Builds an effective network of contacts within the Maryland General Assembly which is reflected by the ability to secure access to key decision makers as may be required.

Maintains a regular presence in the State Capitol. Works collaboratively with the AFL-CIO State Federation and with other unions on legislative matters. Coordinate State Federation activities, meetings and appearances during the General Assembly Session. Plans/schedules other meetings with legislators throughout the year to build strategic allies.

Conceptualizes, researches and writes informational materials related to legislative and policy issues, including reports, policy summaries, position papers, articles and speeches that advance the work of AFT-Maryland.

Drafts testimony for delivery by the President and others for submission to legislative bodies, state government entities, and others as appropriate.

**SKILLS REQUIRED**

Bachelor Degree in public policy or relevant field.

Minimum of 10 years of demonstrated competencies in public policy analysis, research, strategic communications or a related field.

Strong ability to prioritize, plan, organize and carry out multiple assignments and to work effectively under pressure.

Excellent written and verbal skills.

AFT-Maryland is an Equal Opportunity Employer

**Job Category:** Professional

**Position Type:** Full Time

**Posted Date:** September 8-September 29, 2016

**Salary:** Based on experience

**Contact Information:** Please submit resume and cover letter to the attention of Kenya Campbell highlighting qualifications and relevant work experience to hr@aft-maryland.org