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## UTAH EDUCATION ASSOCIATION – VACANCY ANNOUNCEMENT CAMPAIGNS AND ELECTIONS DIRECTOR

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Date of Posting:	June 17, 2024	Closing Date:	July 21, 2024
Interviews:	Week of July 29, 2024	Employment Date:	September 3, 2024
Salary:	Starting salary will be commensurate with training and experience. Starting Range: \$75,237-\$103,075 Generous benefit package (medical, vision, dental, retirement, and paid leave)		
Classification:	Full Time, Exempt, Non-supervisory		

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### Organization and Position Summary

The Utah Education Association is the largest public education employee association in Utah, representing about 18,000 active classroom teachers, retired educators, administrators, licensed education-related service providers and campus student organizations. Under the general direction of the executive director and as part of a dynamic team, the campaigns and elections director develops and implements all aspects of the UEA's campaigns and elections efforts to influence education policy with regular engagement of K-12 educator-members across the state. They will develop relationships with member committees, legislators, policymakers and other education stakeholders to advance UEA legislative agenda and priorities.

This position is based at UEA Headquarters in Murray, UT, with potential for hybrid work flexibility. Extensive in-state travel is required since this position could be assigned to work in any targeted local association in the state. Some out-of-state travel may also be required. In addition, it is frequently necessary to work extended hours and some Saturdays. This position reports to the UEA executive director. Valid driver's license required.

### Essential Functions

- Manage all aspects of UEA-recommended election campaigns, including candidate support, grassroots organizing, and coalition-building;
- Manage all aspects of UEA political action committee fundraising and serve as the staff liaison to the member-led UEA Political Action Committee and other PAC coalitions;
- Coordinate strategy with local affiliates to recruit and train political candidates, particularly at the local school board level;
- Develop recommendations and comprehensive political campaign strategies for organizing UEA Members to act on national and state electoral and legislative issues, advancing safe and equitable public schools;
- Develop and implement programs to support local affiliates with organizing around local issues; candidate recruitment, campaigns and elections, volunteers, signature gathering, etc.;
- Oversee compliance with election reporting laws; oversee political action fundraising and reporting requirements;

*The UEA is an affiliate of the National Education Association and an Equal Opportunity Employer that encourages, supports, and celebrates applicants that reflect the diversity of Utah's educators. Black, Latin-/o/a/e/x, Asian American, Indigenous, and Pacific Islander individuals; as well as LGBTQIA+ people, veterans, people living with disabilities, and other individuals with lived experience being part of marginalized communities are encouraged to apply.*

- Develop, apply for and coordinate implementation of NEA grants related to campaigns and elections, legislative crisis; communication support and professional learning;
- Lead use of UEA and NEA tools and databases, including Voter Action Network and EveryAction;
- Build partnerships with other statewide education organizations and advocacy groups;
- Develop candidate voting records;
- Monitor federal legislation;
- Conduct and/or participates in associated team meetings;
- Models and inspires adherence to the organizational core values;

### **Additional Duties**

- Work with lobbyists to develop appropriate engagement with UEA officers, executive director, communications, and field staff throughout the legislative session;
- Conduct training with members on legislative issues;
- Support member activities at the state legislature/state Capitol;
- Monitor local, state and national education policy Issues;
- Write legislative summaries and/or policy briefs;
- Register as a lobbyist for the UEA, maintaining a year-round presence at the Utah Legislature;
- May represent UEA with the Utah State Board of Education;
- Other duties as assigned.

### **Preferred Qualifications**

- Bachelor's degree;
- A minimum of five years professional experience working with a legislative body, political campaigning, education advocacy, and/ or union organizing;
- Demonstrated commitment to advocacy for education professionals;
- Able to build relationships and coalitions at different levels;
- Proficient in the use of social media and other platforms to communicate with members, policymakers and the public;
- Demonstrated experience in political organizing with focus on relational skills and communication;
- Proven experience in initiating, planning, and implementing campaign strategies;
- Experience as a spokesperson for an organization or cause; demonstrated ability to speak with professional skill and authority;
- Ability to prepare high quality written materials in both content and form;
- Success in the development and delivery of training sessions, special events and activities;
- Skilled in data collection and analysis and ability to make data-driven decisions;
- Skilled in program budget preparation and implementation;
- Proficient in Microsoft Office Suite and general administrative practices;
- Able to work through uniquely stressful situations and manage multiple initiatives in a professional and productive manner; and
- Self-motivated and able to work effectively in a team.

### **Application**

Candidates who are selected to interview will also be asked to prepare a 5-10 minute presentation on a topic to be provided.

Submit an application portfolio including: letter of interest, resume and three professional references to [HR@myUEA.org](mailto:HR@myUEA.org).