



# State Relations Associate

Status: Exempt

Date: March 2019

## Who We Are

Education Commission of the States partners with education policy leaders nationwide to address issues by sharing resources and expertise. We are proud to serve both the people who develop and implement education policy and the students who directly benefit from effective policy change. Every day, we provide education leaders with unbiased information and opportunities for collaboration because informed policymakers create better education policy.

We were named by *The Nonprofit Times* in both 2017 and 2018 as one of the **Top 50 Best Nonprofits to Work For**. In the surveys conducted, Education Commission of the States' employees expressed the strongest satisfaction in the categories of leadership and planning, role satisfaction, work environment, relationship with supervisor, pay and benefits, and overall engagement. We are an equal opportunity employer offering competitive salaries and an outstanding benefits package. Education Commission of the States provides an exciting intellectual environment, a collegial workplace, flexible hours and an organizational structure that encourages teamwork.

## Who You Are

The state relations associate at Education Commission of the States contributes to the organization's mission to provide a range of education stakeholders with unbiased information and opportunities for collaboration. Under the supervision of the manager/director, the state relations associate's primary functions are to build and maintain relationships with Commissioners and key policymakers in assigned states, understand their states' education priorities and seek opportunities to actively support policymakers with their education goals.

## Essential Duties and Responsibilities

1. Identify and cultivate relationships with key state leaders and other contacts.
2. Coordinate and conduct state visits, technical assistance support and presentations to Commissioners and key policymakers.
3. Work proactively with the state relations team to identify and promptly fill Commissioner and Steering Committee Member vacancies.
4. Assist with the annual collection of state dues in assigned states.
5. Assist in the review of annual return-on-investments reports and providing follow-up with state contacts, as applicable, in assigned states.
6. Actively communicate with Commissioners in assigned states to ensure state representation at key convenings, such as the National Forum on Education Policy and the Winter Commissioners Meeting.
7. Actively network with Commissioners and key policymakers during Education Commission of the States convenings to build strong relationships and learn about and actively support policymakers with their education policy priorities.
8. Respond promptly to all communication from Commissioners and other key state policymakers and connect them with appropriate Education Commission of the States resources, experts and services.
9. This role will require out-of-state travel, up to roughly 10 percent of normal work time.



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Your education policy team.

### **Required Skills and Qualifications**

- Bachelor's degree.
- At least three years of experience in public policy, government relations or public relations.
- Some experience in education preferred.
- Proficient in use of digital software and technology, including databases, MS Word, Excel and PowerPoint.

### **Compensation and Benefits**

Education Commission of the States offers competitive compensation and benefits, including health, dental, life, long-term disability, vision insurance, a flexible spending account, a health reimbursement account and a yearly contribution to a 403b retirement plan. This position is located in Denver, Colo. or Washington, D.C., The salary range for this position is commensurate with experience.

### **Apply for the Position**

To be considered for this position, please send a resume and cover letter e-mail to Kate Haggerty at [khaggerty@ecs.org](mailto:khaggerty@ecs.org). Please include "State Relations Associate" in the subject line.

**Deadline: All applications must be received by close of business on **Friday, March 22, 2019.****

***Education Commission of the States is an equal opportunity employer that believes in developing and supporting a diverse work force.***