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* for four years in a row 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:
A Director of the state relations team at Education Commission of the States will increase outreach efforts in the states and among peer organizations. Working with the ECS president, the director develops and implements a successful strategy to develop and cultivate relationships with ECS Commissioners, other state education leaders and peer organizations that emphasizes ECS' important role in improving education policy across the country. The director will have primary responsibility for outreach to ECS constituents.

**Essential Duties and Responsibilities**
1. Develops and implements a State Relations strategic work plan that guides the work of the State Relations team and informs the strategic direction of ECS.
2. Leads the State Relations team using the strategic work plan as a guide, running weekly/monthly State Relations meetings, and managing and supporting staff.
3. Serves as the key point of contact for all ECS Commissioners and other state education leaders.
4. Maintains a portfolio of states to develop and cultivate relationships, follow the policy and political issues, ensure ECS Commissioner appointments are filled, manage ECS outreach and collect annual state dues.
5. Tracks ECS state engagement and works with the Policy team to identify opportunities for enhanced engagement.
6. Creates opportunities for ECS Commissioners and other state education leaders to engage with ECS by serving in leadership roles and participating in ECS convenings.
7. Tracks transitions in state education leadership during election cycles and works with the Communications team to write, create and disseminate blogs, infographics and other useful resources.
8. Collaborates across the organization to support ECS outreach efforts and remain up to date on all facets of ECS work.
9. Creates and manages the State Relations budget.
10. Attends and leads ECS Commissioners sessions at ECS convenings.
11. Coordinates the annual Return on Investment and State Dues invoice process.
12. Performs other ECS duties as required.

**Required Skills and Qualifications**

- Bachelor’s degree required. Master’s degree preferred.
- More than 10 years of experience in public policy, government relations or public relations, some of which must have been gained in the education sector.
- 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 your 403b retirement plan. This position is located in Denver, CO. The salary range for this position is $100,000 - $150,000.

**Applying for the Position:**

To be considered for this position, please send a resume and cover letter e-mail to Kate Haggerty/ khaggerty@ecs.org. Please include “Director” in the subject line.

**Deadline to apply:** All applications must be received by close of business Friday, March 26, 2021.

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