

## **Texas School Coalition Job Description**

**Job Title:** Executive Director

**Reports To:** The Executive Committee through the President

### **Major Functions and Responsibilities:**

Provide overall direction and management to attain the mission and goals of the Coalition. Represent the needs and interests of the association at the state policy-making level; monitoring laws, regulations and decisions, and assisting in impacting those laws and decisions on behalf of the association. Develop the TSC legislative program and implement an effective external relations program including alliances with other groups and organizations.

### **Key Duties:**

#### **Organizational leadership and development**

1. Serve as chief executive officer for the Coalition.
2. Define association needs, develop plans and budget recommendations, propose policies, secure Executive Committee approval for major programs, and direct staff in the implementation of the Coalition's mission, goals, and objectives.
3. Ensure that the Coalition business is conducted in conformity with its policies, the by-laws, and other applicable laws and regulations.
4. Direct staff and planning, evaluate programs and personnel, and provide opportunities to improve performance.
5. Maintain effective communications with the membership, interpret positions and resolutions of the Coalition, arrange for membership meetings, and develop ways to increase membership and strengthen communications.
6. Represent the Coalition through written and oral communications in pursuit of established goals.
7. Perform other duties as directed by the Executive Committee through the president or which may be required by the by-laws.

## **Governmental Relations and Advocacy**

8. Develop and maintain effective relations with state officials and agencies. Provide political and governmental leaders with current information on education finance issues, and represent the Coalition's interest in legislative and rule making processes.
9. Oversee and coordinate the development of legislative positions and proposals; coordinate the drafting of legislation pertinent to the Coalition, and prepare written testimony and legislative research.
10. Develop and maintain effective relations with other professional associations, education entities, public officials, lay organizations, and the general public.
11. Serve as the primary staff liaison with other associations/organizations concerning governmental relations and legislative issues.

### **Qualifications:**

The following credentials, qualities, skills, and experience are desirable, but not required:

1. Significant district-level leadership experience in a property-wealthy district.
2. Knowledge of Texas school finance
3. Experience in legislative advocacy
4. Effective public speaking, oral communication, and writing skills
5. Self-starter
6. Consensus-builder

### **Salary:**

The Board has established a salary of \$135,000. Benefits are negotiable.

**How to apply:** Applicants should mail a letter of interest and resume to Kevin Brown, President, Texas School Coalition, Alamo Heights ISD, 7101 Broadway, San Antonio, Texas, 78209.