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## INTERNAL & EXTERNAL NOTICE OF POSITION OPENING

### Position: Senior Director for Public Affairs

Date of Posting: March 24, 2025

Close of Posting: Until Filled; First review of applications on April 1, 2025

Staff Relationship: Reports to the Executive Director

The Senior Director for Public Affairs shall be appointed, supervised, and evaluated by the Executive Director and is responsible for overseeing the management of lobbying efforts, campaigns, elections, communications, and professional development programs. The Senior Director is responsible for supervising staff in the lobbying, political, communications, graphic design, and Learn and Lead departments and will work with the staff in those programmatic areas. The Senior Director will also serve as the primary representative of the union in sensitive and high-level political conversations.

Please submit your résumé, cover letter, and three references to:

Arizona Education Association Attn: Nicole Adams, Executive Assistant to Governance & Management  
345 E. Palm Lane Phoenix, AZ 85004  
email: [Nicole.Adams@ArizonaEA.org](mailto:Nicole.Adams@ArizonaEA.org)

Should your résumé generate further interest, AEA will send you an Employment Application. This completed application must be submitted for any further employment consideration.

### Education and Experience Required

- A minimum of a Bachelor's Degree or equivalent work experience.
- A minimum of five years experience in project management in a political, advocacy, or union setting.
- Employment experience in public education and an advocacy organization such as NEA, NEA state affiliates, labor unions, or community organizations.

### Duties and Responsibilities

- Oversee and direct the work of the staff in government relations (lobbying), campaigns and elections, communications, graphic design, and Learn and Lead (professional development) programs.
- Oversee and direct the work of the Associate Staff assigned to assist with the work of AEA's programming in the assigned areas.
- Assess the training needs of assigned staff and make appropriate recommendations on fulfilling those identified needs.
- Manage the external affairs work of AEA, serving as the keeper of high-level institutional relationships, serving as the Executive Director's primary staff-level liaison to political campaigns, political parties, advocacy organizations, movement partners, education stakeholders, and other labor unions.



- Lead in the development of the various grant writing proposals to the NEA as they relate to campaigns and elections, legislative crisis proposals, communication support, and professional development proposals.
- Work with the lobbying team to develop and direct the execution of an effective government relations strategy.
- Strategize with staff to develop campaign plans that are realistic and focused from the local level up so that political action is a means to develop capacity, build power and engage our members at the local level.
- Serve as the primary manager for the Learn and Lead program, AEA's professional development program.
- Provide thought partnership and management support to the work being done in this area.
- Strategically partner with allies and legal experts to assist pro-public education advocates to qualify for the ballot and challenge anti-public education candidates from making the ballot.
- Serve as the primary staff manager for the AEA Fund for Public Education (The AEA's PAC) and other related entities. Manage staff in executing a year-round strategy for the AEA Fund for Public Education and the Education Improvement and Defense Fund.
- Manage staff engaged in the work of helping AEA Locals develop effective, tailored strategies that meet local needs and build power in the areas of political power building, government relations, professional development, and communications.
- Develop trainings for AEA locals to assist them in communications efforts with both members and potential members so they are regularly sharing the important work the union is doing and asking people to join them in their efforts to build power and membership at the local level.
- Provide periodic reports to the Executive Director, State Officers, and/or Board of Directors.
- Perform other related tasks and duties as assigned by the Executive Director.

### **Required Knowledge, Skills, and Attributes**

- Experience in supervision of staff and execution of the programs in a team-based, high-performance setting.
- Ability to mentor, coach, and develop others by developing performance outcomes, accurately assessing employees' strengths and improvement needs, providing feedback, and creating action steps to ensure the development of staff over time.
- Leadership skills, including the ability to think strategically, facilitate dialogue for shared results, and facilitate problem-solving through a variety of strategies.
- Experience in politically charged environments, with an ability to navigate high-level, sensitive conversations with razor-sharp acumen.
- Effective communication skills and ability to build and maintain positive working relationships while working with a variety of leadership styles and perspectives.



- High standards of excellence, personal integrity, the use of sound judgment, and knowledge and sensitivity to cultural and personal differences.
- Willingness to work long hours and occasional weekends and travel extensively to regional offices and local associations within the state.

**Salary Range:** This is a management position not covered under any bargaining unit. Salary is commensurate with experience and training.

**Benefits:** Consistent with the AEA/AEASO Collective Bargaining Agreement, including a defined benefit pension, employer-paid health insurance, and generous vacation package.

The Arizona Education Association is an equal-opportunity employer with an affirmative action employment program.

Minorities and women are encouraged to apply.