Position Announcement

***Advocacy Manager***

***PA Association of School Business Officials***

Location: PASBO Office, 2608 Market Place, Harrisburg, PA 17110

Availability: Summer 2021

Status: Full-time

Organizational Information: [www.pasbo.org](http://www.pasbo.org)

Salary: Commensurate with required experience and qualifications

PA Association of School Business Officials

The Pennsylvania Association of School Business Officials (PASBO) is a statewide association, 3,000 members strong. We are devoted to providing members with education, training, professional development and timely access to legislative and policy news.

Our membership base covers school professionals working in finance, accounting, operations, facilities, transportation, food service, technology, communications, human resources, purchasing and safety services. While diverse in areas of specialty, all members share a common goal - to support classroom learning in schools during good and bad economic times through smart business practices. PASBO helps make that goal a reality.

Advocacy Manager

The position of Advocacy Manager will support PASBO’s wide-ranging advocacy efforts in collaboration with and on behalf of our members. This individual will engage in direct and indirect advocacy efforts to support the association’s policy priorities. The Advocacy Manager will be responsible for implementing and executing strategic initiatives and activities by building and maintaining direct relationships with legislators, state officials and their staff; monitoring legislative activity, drafting written testimony and disseminating policy statements; and communicating updates and relevant news to the association’s membership and stakeholders.

Key Responsibilities:

* Identify pertinent education and school finance policy issues, initiatives and programs at both the state and federal levels and develop and implement appropriate outreach and advocacy strategies to advance PASBO’s policy priorities.
* Engage in sustained face-to-face efforts at relationship building with key legislators, legislative staff, state agency staff and administration staff to provide education and advocacy on behalf of PASBO members.
* Research state and federal legislative issues, draft legislation, position papers, testimony, advocacy pieces, reports, articles and newsletters to disseminate to state and federal policy makers, PASBO members, the media and others.
* Collaborate with partners, education associations and others on relevant issues.
* Prepare and provide presentations for PASBO Regional Chapters and others.

**Minimum Qualifications:**

* A minimum of three years of experience in government relations
* Bachelor’s degree required; advanced degree preferred
* Knowledge of Pennsylvania public policy and education issues
* Very strong writing, speaking and interpersonal skills
* Ability to collect and articulate information relevant to legislative issues
* Working knowledge of legislative services software and sources
* Proficiency with Word, Excel and PowerPoint

**Please send resume and letter of interest to:**

Dr. Wayne McCullough, Executive Director

[wmccullough@pasbo.org](mailto:wmccullough@pasbo.org)