



## Job Announcement

### Senior Director of Government Relations & External Affairs

The National Association of State Directors of Special Education (NASDSE) is seeking a **full-time employee** in the position of Senior Director of Government Relations and External Affairs. This individual will represent and advance NASDSE's policy agenda before external partners, stakeholders, and federal government decision-makers, including elected officials and government agencies. This person is responsible for helping to guide NASDSE's policy agenda by identifying and driving policy initiatives that will improve the outcomes of students with disabilities.

Founded in 1938, NASDSE is the premier membership organization that supports state leaders of special education throughout the United States and its Territories. NASDSE's [mission and vision](#) are to improve individual and organizational success for state leaders of special education by providing relevant services that guide positive systemic change and results, thereby ensuring students with disabilities can live, learn, work and participate in their communities.

#### Primary Responsibilities Include:

- Lobby and advocate for NASDSE's positions to a variety of external audiences, including Congressional staff, U.S. Department of Education and other agency officials, and representatives of other national education and disability organizations.
- Develop policy positions and strategies related to the federal budget and appropriations process and serve as liaison to coalitions with other national education and disability organizations.
- Develop policy positions and strategies related to NASDSE's key federal policy issues and serve as liaison to appropriate national education and disability coalitions, and other stakeholders.
- Draft letters, comments on proposed regulations and provide feedback to Congress, U.S. Department of Education, NASDSE Board of Directors, and NASDSE members. Prepare comments on legislation and proposed federal regulations.
- Plan and execute webinars, meetings, and other events to engage NASDSE members and stakeholders on relevant federal special education policy, funding, and related issues.
- Present federal policy updates at in-person and virtual meetings of NASDSE's members, affiliate groups, and the annual conference.
- Collaborate with NASDSE consultants to integrate the policy agenda into all organizational goals and objectives.
- Assist Executive Director in supporting the NASDSE Board of Directors. Coordinate responses to inquiries from NASDSE members, external partners, stakeholders, and the public.
- Promote and communicate NASDSE's priorities and policy agenda to journalists and the press.

## Requirements

- Bachelor's degree in Political Science, Education, Public Policy or related concentration required; Master's degree (education, public policy or related field) or law degree preferred
- At least ten years of public policy experience on including with federal policymaking and legislative and regulatory policy processes
- Demonstrated experience working within government, companies, consultancies, trade associations, or equivalent organizations
- Ability to quickly and effectively learn the operation of NASDSE and the nuances of NASDSE's legal and policy concerns
- Highly effective oral, written, and interpersonal communication skills and demonstrated ability to effectively and comfortably interact at all political levels
- Strong skills in advocacy and using spoken and written language to persuade and inform
- Ability to effectively communicate complex information to a wide variety of audiences
- Ability to create factual, relevant, and easily understandable talking points and other messaging, and persuasively deliver messaging to relevant audiences
- Excellent written, verbal, and presentation skills, as well as exceptional analytical and critical thinking skills, are a must
- Ability to cultivate and maintain relationships with a diverse group of stakeholders
- Knowledge of PreK-12+ general education, special education, and budget/appropriations policy issues

**Salary** is negotiable from \$75,000 - \$120,000 based on relevant experience. NASDSE has an excellent benefits package that includes medical, dental, generous paid vacation, and retirement annuity. This employee will report to the Executive Director. The position is remote; however, ideally, applicants will reside in the Washington D.C. metropolitan area.

**For consideration**, interested applicants can email their cover letter indicating interest and suitability for the position and a resume to [HR@NASDSE.org](mailto:HR@NASDSE.org). Please use the link to our Indeed Site to apply: [https://www.indeed.com/viewjob?t=senior+director+government+relations+and+external+affairs&jk=983f9afbe571f8b2&\\_ga=2.32495158.941084279.1641946600-1779769373.1641830546](https://www.indeed.com/viewjob?t=senior+director+government+relations+and+external+affairs&jk=983f9afbe571f8b2&_ga=2.32495158.941084279.1641946600-1779769373.1641830546)

*The National Association of State Directors of Special Education is an equal opportunity employer*