NAESP Assistant/Associate Executive Director, Policy and Advocacy  
Position Announcement  
The National Association of Elementary School Principals (NAESP) is accepting applications for the full-time position of Assistant/Associate Executive Director, Policy and Advocacy. The Assistant/Associate Executive Director, Policy and Advocacy works under the supervision of the Executive Director, serving as an integral part of the Leadership Team. The Position is available immediately. Applicants should mail a letter of interest and a resume to L. Earl Franks, Ed.D., CAE, NAESP Executive Director, 1615 Duke Street, Alexandria, VA 22314-3483 or efranks@naesp.org.

Qualifications:

- Minimum of a Bachelor’s Degree in Education, Public Policy, or related field.
- A minimum of five years’ experience working in policy and advocacy at the national level.
- A minimum of five years’ experience planning and implementing a policy and advocacy program for a national association or other organization. Preferably, related to education.
- Experience presenting to audiences at the state and national level.
- Experience in a Congressional office or campaign, membership organization, or non-profit working to mobilize grassroots constituencies through online communications.
- Experience as a school teacher and/or administrator preferred but not required.

Knowledge, skills and abilities required: Applicant must have strong people and professional skills. The applicant must be able to strategize, organize and plan. The applicant must possess superior writing, presentation, and communication skills and be familiar with grant/proposal drafting. The applicant is expected to fulfill the following scope of work to achieve goals on behalf of NAESP:

A. Policy and Alliances

- Advance association efforts on research related to the policy agenda and emerging trends impacting the Pre-K-8 profession. Assist state agencies and local districts through policy analysis and technical expertise to support the Pre-K-8 principalship.
- Cultivate partnerships with the business, association, research and foundation communities to generate revenue that will advance NAESP’s mission and goals.
- Build and manage a strategic special projects portfolio working with corporate and foundational supporters to bolster NAESP’s initiatives in Pre-K-3 leadership.
• Develop high-impact communications and media strategies working with the Executive Director and the Associate Executive Director, Communications, to raise the profile and visibility of NAESP and its work to advance effective policy and practice.
• Serve as the lead NAESP federal lobbyist and maintain key relationships with national, regional and local officials, including Congressional leaders and staff, and Executive Branch officials.
• Serve as the lead participant in national coalition and related efforts on behalf of NAESP to advance the investment in public education, and continuously elevate the visibility of NAESP at the national level by representing the perspective of Pre-K-8 principals in federal education reform.

B. Policy and Legislative Initiatives

• Set a comprehensive policy agenda working with the NAESP Executive Director based on direction of the NAESP Board of Directors.
• Develop and lead the advocacy to support the NAESP policy agenda, including preparing briefing materials, fact sheets, white papers, and comments on legislation and regulations where needed.
• Advise NAESP state affiliates on the intersection of policy and practice in national education reform efforts, and build a network of leaders to advance strategic advocacy initiatives and the NAESP policy agenda.
• Track and analyze legislation, policy and regulations of relevance to principals and the NAESP national policy agenda, and represent NAESP on policy issues by working closely with staff in Congress, the U.S. Department of Education, and the White House.
• Support the planning, management, and execution of the advocacy portion of the National Leaders Conference.
• Work closely with relevant education and other partners in the advocacy community, and represent NAESP in coalitions.
• Represent NAESP in meetings and events held by national education organizations and serve as a registered federal lobbyist.

C. Strategic Alliances and Related Projects

• Manage development and implementation of specific foundation and other sponsored-projects designed to advance the NAESP policy agenda and provide resources for principals in compliance with NAESP’s financial policies and procedures.
• Manage and oversee implementation of work and deliverables associated with ongoing coalitions, grants, etc.

How to Apply: Send resume and letter of interest to L. Earl Franks, Ed.D., CAE – NAESP Executive Director, 1615 Duke Street, Alexandria, VA 22314-3483 or efranks@naesp.org

Application Deadline: Until position is filled.

For additional information contact L. Earl Franks, Ed.D., CAE – NAESP Executive Director, 703-684-3345 or efranks@naesp.org

No person shall be denied employment on the basis of race, color, disability, sex, religion, national origin or age.