



## **POLITICAL DIRECTOR**

### **ORGANIZATION**

United Teachers Los Angeles

### **DEFINITION**

This position will coordinate the development, implementation, and evaluation of UTLA's political field campaigns and UTLA's efforts to shape policy and legislation in locations through lobbying in Los Angeles, Sacramento, and Washington, DC. Collaboratively, directs the building of relationships and accountability between our members, parents, community and elected officials at local, state, and national levels, on an organizing as well as rank-and file-based approach.

### **SUPERVISION**

Professional staff and volunteers as assigned

### **DUTIES AND RESPONSIBILITIES**

- Design and implement campaigns and political strategies to promote pro-public education and related legislation and local school board policies, and to elect UTLA-endorsed candidates.
- Support PACE Committee efforts related to candidate endorsement, including candidate interviews and related materials, interfacing with Los Angeles County Federation of Labor's C.O.P.E. endorsement process, and general tracking of candidate endorsement process.
- Support PACE Committee efforts related to increasing PACE membership and contribution levels by developing and implementing an outreach plan that includes union leadership, professional staff, organizing coordinator and member volunteer participation.
- Coordinate overall involvement in political program across union leadership, professional and other UTLA staff, campaign organizing coordinators, member volunteers and community service volunteers.
- Play a role in polling, voter targeting and effective campaign message development.
- Develop and expand a Los Angeles-based rank-and-file-led delegation/lobbying effort with School Board members and local legislators, and carry out an educational program with elected officials in Los Angeles, Sacramento, and Washington D.C. as needed working with State and National affiliate staff around larger political advocacy efforts.

- Create and implement skills training programs for UTLA staff, members, and supporters around leadership development, political advocacy, field campaign implementation, and direct action organizing.
- Supervise and manage department field staff involved in UTLA's political and legislative field programs at the national, state and local levels.
- Manage the day-to-day implementation of approved political programs, including the development of campaign plans, voter contact programs, accountability systems and campaign materials.
- Coordinate UTLA's use of vendors in support of the approved political programs.
- Develop and maintain collaborative relationships with allied groups on political/ legislative campaigns at the national, state and local level.
- Collaborate with UTLA departments and programs to improve mobilization capacity with state and local affiliates.
- Work on other initiatives or tasks supported by UTLA.
- Identify and develop potential school board candidates.
- Instrumental in creating and supporting education, labor, community and political meetings, rallies, conferences, and events.
- Maintain UTLA presence at key education, labor, community and political meetings, rallies, conferences, and events.
- Perform additional duties and responsibilities related to UTLA political capacity as assigned

## **REPORTING RESPONSIBILITIES**

The Political Director will report to the Executive Director.

## **PRIMARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive experience developing and implementing candidate, issue and/or legislative campaigns
- Strong understanding of general public campaigns and campaign finance laws.
- Strong organizing background, with emphasis on working with rank-and-file and community base, on campaigns, leadership development, political education, etc.
- Must be familiar with public education, union, and electoral dynamics.
- Applied experience working with polling instruments, data and developing appropriate targeting strategies.
- Experience working collaboratively with community groups and allied organizations.
- Experience in developing political and legislative training programs.
- Experience managing programs, departments, projects and campaigns.
- Able to serve as a point of contact for the organization with elected officials.
- Experience organizing local lobbying efforts.
- Skills in leading teams with field campaigns.
- Knowledgeable of current educational issues.
- Knowledgeable of the social and political landscape of greater Los Angeles, especially with regards to elected officials and existing parent and community based organizations

- Knowledge of and the ability to work effectively through UTLA's various affiliate relationships (CTA, NEA, CFT, AFT, County Fed, and political parties)
- Excellent written and verbal communication skills.
- Travel may be required.
- A minimum of a bachelor's degree or ten years of relevant experience
- Should be computer literate.
- Strong multi-tasking capacity while working with deadlines.
- Willingness and capacity to work flexible hours needed for campaigns.
- Working experience of compliance with state and local campaign laws.

## **SECONDARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience working on state and federal elections.

## **SALARY AND BENEFITS**

Starting salary range \$7,500 - \$9,000/ monthly; salary will be based on qualifications, and related work experience.

Comprehensive benefits include medical, dental and vision coverage for the employee and their eligible dependents.

## **HOW TO APPLY**

Please call Louverne Chatman, Confidential Assistant to Diana Darty at (213) 637-5140 for an application. Three letters of recommendation demonstrating experience and knowledge will be required when submitting application, cover letter and resume. *All required documentation including completed application, cover letter, letters of recommendation, and resume must be received by UTLA no later than October 31, 2017.*

**United Teachers Los Angeles  
Attention: Diana Darty, Director of Support Services  
3303 Wilshire Blvd., 10<sup>th</sup> Floor  
Los Angeles, CA 90010**

**UTLA IS AN EQUAL OPPORTUNITY EMPLOYER**