



JOB DESCRIPTION

POSITION: Director of Education

REPORTS TO: Executive Director

LOCATION: Sacramento (Downtown)

CATEGORY: Exempt

POSITION STATUS: Full Time

DESIRED START DATE: August 2020

PURPOSE OF POSITION:

The Director manages the public policy outreach for the educational ministry of the Roman Catholic Bishops and Archbishops of California, acting through the California Catholic Conference (CCC). The Director administers education related initiatives, events, and activities of the CCC and its affiliated organizations. Additionally, the Director engages in lobbying, government relations, and public affairs in advocating CCC state and federal public policy priorities pertaining to the educational ministry of the Church.

NATURE & SCOPE OF RESPONSIBILITIES:

The Director facilitates work of the CCC Standing Committee on Education and strategic initiatives to secure education tax relief incentives that benefit all California's school children, PreK-to-College. The Director collaborates with the California Catholic School Superintendents Association (CCSSA) on the common statewide pastoral and policy agenda of the Catholic bishops of California. The Director collaborates with the United States Conference of Catholic Bishops (USCCB) on advocating federal education issues. The Director partners with the California Association of Private School Organizations (CAPSO) on public policy efforts of concern to Catholic schools. The Director assists with integrating the CCC education agenda into the annual Catholic Advocacy Day, Catholic Youth Advocacy Day, and the Catholic Legislative Network (CLN). The Director represents the Conference at relevant national, state and local religious and secular organizations.

The Director advocates public policies on behalf of the CCC as part of its lobbying team in Sacramento, with leadership on public/private education issue agendas. These issues extend from early childhood development, through students' elementary and high school learning, and into opportunities for college and career technical education. As a lobbyist registered with the state, the Director provides public policy advocacy with elected government officials and their staff, administrators and their staff, lobbyist colleagues, and other state and local community leaders.

The Director participates actively as part of the CCC staff and is directly responsible and reports to the Executive Director of the CCC; performing other Conference-related duties assigned by the Executive Director.

RELATED DUTIES:

1. Under the Bishops' leadership and the Executive Director's supervision and in partnership with the rest of the CCC staff, the Director initiates and implements goals/objectives that ensure a strategic

direction in designated areas to advance the mission, and execute projects, of the educational ministry of the bishops and archbishops of the CCC.

2. The Director serves as the lead staff to CCC Standing Committee on Education and, as such, is directly responsible for the coordination and management of this committee under the leadership of its chairperson. Proposes meeting agendas, prepares working documents for information and discussion, ensures summary notes, and facilitates completion of follow-up action items.
3. The Director manages the CCC's initiative for the creative use of tax relief/incentives that benefit all California's school children, by: empowering parents and teachers to educate their students; and inspiring greater philanthropy (and savings) which expand educational resources/investments.
4. The Director represents on the CCC on the CCSSA as a resource on issues, compliance, as well as maximizing the benefits of state and federal public policy. Directs common efforts among the CCC Education Committee and the CCSSA. Assists in building of the capacity of grassroots advocacy networks to educate and mobilize local Catholic school constituencies.
5. The Director represents on the CCC on CAPSO's Board of Directors and committees, partnering in mutual initiatives to maximize the benefits of state/federal programs and public policy advocacy for private school education.
6. The Director serves as a liaison with the USCCB on Catholic educational policy and pastoral priorities.
7. The Director serves as a liaison with the Western Catholic Educational Association (WCEA), providing executive support to its Bishop President.
8. The Director serves as a liaison with the California Diocesan Directors of Catechetical Ministries.
9. The Director crafts Issue Briefs in designated areas that outline principles and priorities to guide the identification, assessment, and creation of legislative responses. Monitors legislation, keeping track of legislative calendars, and scanning relevant bills and amendments. Assures appropriate and timely research on issues, federal and state laws, court rulings and regulations to the CCC as assigned. Develops and presents analysis, proposals, and recommends CCC positions on legislation to the Executive Director. Integrates political strategy, write articles for use by the CCC communications team and prepare alerts on assigned legislation for the CLN.
10. The Director maintains status as registered lobbyist and assures compliance with all reporting requirements. Advocates positions among lawmakers and legislative staff, regulators, judicial officers, various administrators of state agencies and their staff, as well as allies and opponents. Prepares position letters and gives public testimony on issues to various state and federal legislative and regulatory bodies as well as Church organizations. Negotiates political support or opposition in accordance with of CCC public policy positions, coordinating assigned contract lobbyists and grassroots as necessary. Initiates and manages relationships with appropriate officials in state and federal government.
11. The Director establishes and maintains an active liaison with other advocacy groups or other issue related non-profit organizations, coalition partners and alliances as appropriate.
12. The Director assists in staffing the annual Catholic Advocacy Day and the annual Catholic Youth Advocacy Day and helps to integrate the Conference education and/or environmental stewardship

agenda via the CLN. Is an information and training resource to the CLN and assists Catholics to be involved in the political arena. The incumbent represents the CCC at other regional and national meetings as assigned.

13. The Director is responsible for maintaining a professional level of expertise appropriate to the responsibilities listed and the expectations of the CCC.
14. The Director exercises budgetary oversight for areas of responsibility, accomplishes regular administrative tasks and is responsible for other related duties, as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree; or Master's Degree preferred in a related field.

Experience: Five years of experience in education, public policy, and or church ministry.

Skills / Knowledge:

1. Practicing Catholic with general knowledge and understanding of the Roman Catholic Church. Experience in, or familiarity with, Catholic education is preferred.
2. Complies with all workplace policies contained in the California Catholic Conference Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy.
3. Displays excellent written and verbal communication skills.
4. Leadership and managerial competencies.
5. Demonstrates proficiency in Microsoft Word, Excel, computerized software, and in technology usage and applications.
6. Shows aptitude for effectively analyzing information.
7. Quickly establishes rapport, relates to a variety of personalities and cultures, works independently, and maintains strict confidentiality and professional ethics.
8. Possesses professional temperament and appearance.

PHYSICAL REQUIREMENTS:

1. Prolonged periods of standing or walking.
2. Must be able to lift up to 25 lbs.
3. Prolonged periods sitting and working on computer to complete necessary work.