

PROFESSIONAL STAFF VACANCY POSTING

**TO: Local & Council Presidents
Executive Board Members**

**FROM: Dan Montgomery, President
Illinois Federation of Teachers
P.O. Box 390
Westmont, Illinois 60559**

DATE: June 3, 2019

**POSTING: LEGISLATIVE DIRECTOR
CENTRAL REGION ASSIGNED TO THE SPRINGFIELD OFFICE**

As per the Illinois Federation of Teachers By-Laws Article V, I hereby post one (1) full-time professional staff vacancy for a Legislative Director in the Central Region to be initially assigned to the Springfield Legislative Office. The start date is to be determined. Job qualifications and duties for this position are listed in the attachments. Those interested in the above listed position should understand that:

- (1) application is made by sending a letter and current resume to the attention of Barb Latta by email to blatta@ift-aft.org no later than Wednesday, June 12, 2019;
- (2) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (3) interviewees will be selected from the application letters with current resumes received by the deadline;
- (4) initial interviews will be conducted in the IFT Springfield Office;
- (5) employment will begin as per a mutual agreement between the successful applicant and the IFT.

Any questions regarding this vacancy should be directed to the attention of Michelle Paul, Director of Political Activities, at the IFT Springfield Office by; mail at 700 South College, Springfield, IL 62704, by telephone at 217/544-8562, by fax at 217/544-1729 or by e-mail at mpaul@ift-aft.org.

Attachment: Job Qualifications and Main Functions

**ILLINOIS FEDERATION OF TEACHERS
LEGISLATIVE DIRECTOR**

JOB QUALIFICATIONS

1. Applicant must possess at least one year of professional experience in lobbying and/or related legislative occupations. Ideally, this would include drafting legislation and analyzing legislative proposals, as well as experience developing relationships with state officials, legislators, legislative staff and state policy professionals;
2. Applicant must possess significant experience in campaigns and related activities, such as planning, fundraising, volunteer recruitment, media relations and polling;
3. Applicant must have knowledge of the diverse political structure and activities within Illinois;
4. Applicant must demonstrate substantial knowledge of, or be willing and able to acquire expertise in, a broad range of public policy areas including public elementary and secondary education, higher education, public pension systems, state budgeting, public sector labor relations and other fields relevant to the IFT;
5. Applicant must demonstrate a basic knowledge and appreciation of educational and labor issues on the local, state and national levels;
6. Applicant must demonstrate excellent written and oral communication skills;
7. Applicant should possess strong negotiation skills and the ability to assume a leadership role on legislation involving major constituencies of IFT membership;
8. Applicant must possess the ability to research, analyze and effectively communicate legislative issues;
9. Strong numeracy skills and the ability to analyze state budget issues are strongly desirable;
10. Applicant may be asked to demonstrate their familiarity and ability to use basic computer software such as Word, Excel, PowerPoint, Access or comparable programs;
11. Applicant must be willing and able to travel statewide and work some evenings and weekends as may be required;
12. Springfield area residency may be required.

**ILLINOIS FEDERATION OF TEACHERS
LEGISLATIVE DIRECTOR**

MAIN FUNCTIONS

I. LOBBYING

Assume full responsibilities of the lead lobbyist on a variety of subject areas as assigned by the Director of Political Activities, including:

- a. Researching and drafting legislation;
- b. Tracking legislation in assigned subject areas and reporting as needed to inform the IFT members, Executive Board, administrators, and staff, of important legislative developments;
- c. Developing and executing lobbying plans in support of or opposition to legislation impacting the IFT;
- d. Providing written or oral testimony before various legislative committees or public hearings/meetings;
- e. Monitoring regulatory state agencies to further the IFT's organizational goals;
- f. Negotiating resolutions to legislative issues with state officials, legislators, legislative staff and other lobbyists;
- g. Working collaboratively with a team of political and legislative professionals, as well as with other IFT staff members and/or local IFT leaders;
- h. Planning and implementing grassroots legislative campaigns in support of IFT legislation.

II. POLITICAL ACTION

Assume primary responsibility for organizing IFT efforts in assigned campaigns, including:

- a. Assisting with candidate recruitment;
- b. Consulting with candidates and campaign managers to develop winning campaign strategies;
- c. Developing and implementing plans to involve IFT members and staff in targeted races;
- d. Assisting with the production of campaign literature for IFT or general campaign use;
- e. Working in campaign activities as directed;
- f. Assisting with IFT campaign fundraising activities;
- g. Assisting with public opinion or internal organizational opinion research activities.

III. OTHER ACTIVITIES

- a. Work under the direction and supervision of the Director of Political Activities;
- b. Attend IFT and AFT meetings and workshops as assigned;
- c. Assist in IFT Convention programs as required;
- d. Carry out assignments directed by the IFT Executive Board, President, or Chief Operating Officer;
- e. Work on out-of-state AFT assignments as required.