

Full Time Position
Legislative Affairs Manager
Sacramento, California

The Organization

The Campaign for College Opportunity (the Campaign) is a nonprofit 501(c)(3) broad-based, bipartisan coalition, including business, education and civil rights leaders, that is focused on a single mission: to ensure all Californians have an equal opportunity to attend and succeed in college in order to build a vibrant workforce, economy and democracy. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles, Sacramento, and Washington, D.C.

The Campaign for College Opportunity seeks a Legislative Affairs Manager for our Sacramento office. This position will have the unique opportunity to meaningfully contribute to efforts to resolve a major public policy issue in California—access and success in higher education. The Legislative Affairs Manager will play a key role in leading a wide range of policy and coalition building activities. This is an exciting opportunity to work in a dynamic environment, with top leadership in the state, supporting an ambitious higher education policy agenda.

Opportunity

The Legislative Affairs Manager is a Sacramento-based position and a critical team member of a passionate and results-oriented policy team committed to ensuring college opportunity for California students. A strong candidate will have a passion for higher education policy and advocacy and a commitment to resolving the inequities in college access and completion across racial/ethnic, income, and various regions in California. The Legislative Affairs Manager will work under the direction of the Policy Director and will work closely with the Policy Associate and Policy Fellow. The ideal candidate should be resourceful, self-starting, and able to thrive in a fast-paced environment.

Key Responsibilities:

- Manage and support development of the organization's legislative and budget priorities, including identifying opportunities for legislative engagement, gathering information and background from key government and legislative offices, and keeping the policy team apprised of legislative action on legislative priorities.
- Manage support of advocacy efforts in support of legislative priorities through preparation of analyses, development of and submission of position letters, establishing and maintaining ongoing legislative staff and member contacts, and providing public comment support at legislative hearings.
- Lead the coordination and logistics management of legislative meetings, advocacy days, and legislative engagement activities with key Capitol staff, members of the administration, and key state offices like policy briefings and webinars.
- Represent the Campaign by serving as a legislative liaison with key Capitol staff and Sacramento based partners, representing the Campaign at key meetings and events in Sacramento, and serving as liaison on coalitions as needed.
- Provide support to policy team in researching policy issues and interests of the organization.
- Manage relationship building and outreach efforts with policymakers and maintain customer management database for legislative activities for the policy team.
- Support with management of Policy Fellows and interns in the Sacramento office.
- Manage legislative reporting with state agencies.

Qualifications

The successful candidate will have a minimum of three years of experience in a nonprofit or policy-related position. The Legislative Manager should be resourceful, self-starting, and able to thrive in a fast-paced environment. Effective communication and relationship building skills are essential. A strong candidate will have

a passion for higher education policy and advocacy and a commitment to supporting the policy team in efforts to resolve the inequities in college access and completion across racial/ethnic, income, and various regions in California.

The following are the types of background qualifications of interest:

- Demonstrated experience (three years minimum) supporting programmatic efforts. Relevant experience may include work as an administrative assistant for a nonprofit or elected official.
- Self-starter, committed to owning their area of work and rising to meet the demands of the job while seeking to improve our office and organization.
- Team-oriented, enjoys supporting highly engaged individuals, sharing information with co-workers, and listening to and respecting colleagues and partners.
- Able to work independently and flexible enough to alter course with time-sensitive competing demands.
- Strong communication skills, both written and oral.
- Excellent organizational skills, attention to detail, and ability to problem solve.
- Demonstrated ability to manage complex tasks and prioritize work to meet deadlines.
- Able to accept constructive feedback and provide constructive feedback so that the organization thrives.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and experiencing working with database management programs.
- Ability to work well with a wide range of interest groups, multi-task at a high level, take initiative and carryout work using excellent judgment in decision-making and execution.
- A Bachelor's Degree is required.

Location

The Campaign has shifted to a hybrid environment that facilitates both virtual and in-person work, including intentional in-person time for all-staff to connect, build cohesion, and bond. We welcome remote applicants for this position with the understanding that this role will require regular in-person attendance at meetings in our Sacramento office, as well as participation in events and meetings in the Sacramento area on a regular basis.

Vaccination Requirement

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines as a condition of employment.

Compensation

Annual salary will be commensurate with experience and qualifications in the range of \$55,000 to \$65,000. The full compensation package for this position, which includes salary plus 100% medical/dental/vision premium insurance coverage for you and your dependents, life insurance, and a generous 401k match of up to 5%, ranges from \$62,500 to \$86,250. The Campaign provides three weeks paid vacation and annual professional development opportunities as approved by your supervisor.

Selection Process

The Campaign for College Opportunity will accept applications for the position beginning August 24, 2022. Interested parties should forward a cover letter and resume indicating "Legislative Affairs Manager" in the subject line by email to: recruitment@collegecampaign.org.

Applicants should visit our website to learn more about the Campaign at www.collegecampaign.org before submitting a cover letter and resume. All candidates should review our research and publications to understand the work expected for this position.

The Campaign for College Opportunity is an equal opportunity employer and encourages applications from qualified persons of every background.

No phone calls please.