



**Position: Government Affairs Director**  
**Starting Salary Range: \$63K- 75K DOE**

Under the direction and supervision of the Executive Director, the Government Affairs Director leads Head Start California's advocacy priorities for state and federal policy and funding; communicates policy and advocacy priorities with external state and federal stakeholders and builds public awareness of Head Start's critical role in California early learning and care mixed delivery system.

**Timeline**

Oct 13	Applications due by 5pm
Oct 21-22	Expected dates for 1st round interviews
Nov 9-10	Expected dates for 2nd round interviews
Dec 1	Anticipated start date - negotiable

To apply: Send your resume and one-page letter of interest to [GovAffairs@headstartca.org](mailto:GovAffairs@headstartca.org) by 10/13/21 at 5pm.

**Position Details**

Federal Advocacy

- o Establish relationships with California U.S. congressional delegation and staff.
- o Collaborate and coordinate with National Head Start Association advocacy efforts and initiatives and engage HSC members in federal advocacy initiatives.

State Advocacy

- o Establish and maintain relationships with state officials as well as state agencies and departments impacting Head Start programs.
- o Advocate for and articulate HSC's position with the California's legislature and administration at legislative hearings, political events and in the media.
- o Share HSC proposals with state lawmakers and staff and secure legislative sponsors.
- o Draft policy and budget proposals, letters and position papers.
- o Respond to and propose amendments to legislative proposals impacting Head Start.
- o Engage with state departments on the implementation of enacted legislation impacting Head Start.
- o Build partnerships and alliances with unions and advocacy groups supporting families in poverty, children's health and early childhood education providers.

Board and Member Support for Advocacy

- o Lead and support the HSC Board of Directors' Policy Committee.
- o Work with HCS board committees to determine HSC's positions and execute appropriate policy responses.
- o Support HSC board members' and program directors' preparation for legislative hearings and testimony.
- o Support and help coordinate state lawmakers' visits with Head Start programs.

#### Public Awareness

- Serve as liaison to and share HSC key messages with 1) State agencies and departments; 2) media organizations, 3) labor and business stakeholders, 4) K-12 and Higher education stakeholders, and 5) other philanthropic, nonprofit and research organizations focused on families in poverty, children's health and early childhood care and learning.

#### **Job Requirements**

- Ability to interpret, analyze and communicate legislative issues and government regulations
- Strong writing skills and attention to detail, with an emphasis on the ability to be persuasive, clear and concise.
- Strong interpersonal and networking skills.
- Knowledge of applicable laws, rules, regulations, policies and procedures relating to Head Start and/or early childhood education .
- Knowledge of all applicable laws and regulations regarding lobbying and political contributions.
- A passion for improving the lives of California's most at-risk children.
- Works well with teams

#### Preferred

- 3-5 years legislative or policy experience
- Strong knowledge of Head Start and the early childhood care and learning mixed delivery system in California

#### Desirable

- Established relationships with state elected officials and staff
- Experience with Federal advocacy