

# Regional Director of State Affairs

at Everytown for Gun Safety

New York, NY or Washington, DC

Are you interested in getting involved with an organization making a difference in today's challenging political climate? Can you lead the regional legislative strategy at one of the nation's premier issue advocacy organizations? Everytown is seeking a Regional Director of State Affairs to lead the development and execution of complex, targeted legislative strategy for states in a designated U.S. region. The primary goal of this role is to work in collaboration with state legislators, advocacy organizations, lobbyists, and other influencers to seize opportunities to pass and protect lifesaving gun violence prevention laws at the state level.

A key part of the Regional Director's role will be to lead and leverage the collective expertise of an internal, cross-departmental team to implement a complex legislative strategy. This includes the development of comprehensive strategy and advocacy plans, managing multiple direct reports, and project managing complex cross-departmental work.

Ideal candidates are entrepreneurial, collaborative and passionate, with proven success as leaders in issue advocacy campaigns. Working in close collaboration with Everytown's Communications, Policy, Research, Field and Digital teams, this individual will report to the Director of State Affairs and directly manages several members of the State Affairs Department within the region.

Responsibilities include, but are not limited to:

- **Legislative Strategy and Planning**
  - Formulate and refine overall legislative strategy for states within their designated region and manage regional staff implementing legislative campaigns.
  - Personally direct state legislative or local campaigns in select states, overseeing each campaign's strategic, tactical, and communications plans.
  - Evaluate alternative solutions/options and decide on a plan of action quickly
  - Hire and manage contracts of state-based consultants, lobbyists and other vendors.
- **Relationship Building**
  - Cultivate relationships and influence national and local partner organizations, law enforcement, and elected officials, providing them with policy analysis and other guidance.
  - Build and strengthens coalitions as well as grassroots and grasstops capacity in targeted states and constituencies.
  - Building and strengthening relationships with local partners, networks, and influencers
- **Expert Knowledge and Growth**
  - Become steeped in firearm policy in order to provide policy analysis
  - Maintain an up-to-date knowledge of each state's legislative agenda, and the overall political environment, with an eye towards delivering gun violence prevention legislation.
  - Ability to leverage data to formulate strategy and drive results
- **Management**
  - Manage a Regional team of State Affairs personnel who, in turn, act as project managers for specific states within the region. This position requires strong management, project management, leadership, facilitation and coaching skills.
  - Partner with leadership team members to identify, cultivate, and steward local partners and further new opportunities to broaden community relationships
  - Manage, integrate and facilitate the internal and external teams supporting the legislative campaigns. This includes leading the development of project scope; drafting regular communication updates for various audiences and preparing presentations to broader

groups as needed; and developing detailed project plans and working with owners of activities to reach and report on milestones

### **CANDIDATE REQUIREMENTS:**

The ideal candidate will possess the following qualifications:

- Bachelor's degree required; Master's degree preferred
- 5 or more years of experience working in or directing issue advocacy legislative campaigns
- Strong management skills, with a demonstrated ability to coach and mentor individuals and teams to meet ambitious goals
- Demonstrated experience managing partnerships and relationships at the state and local level
- Excellent communication skills, both oral and written, with demonstrated success communicating complex political strategies to diverse audiences (both internal and external)
- Ability to handle sensitive and confidential situations, and resolve conflicts and diffuse employee concerns, issues, and situations
- Maturity, humility, strong work ethic, sense of humor, and "roll-up-my-sleeves" attitude
- Ability to successfully lead projects with those at, above, and below your level in the organization.
- Highly developed strategic problem solving and execution skills; ability to achieve excellence and meet goals within a complex and sophisticated landscape
- Deep entrepreneurialism and flexibility, with an ability to maneuver effectively in the face of uncertainty
- Willingness to work with a growing team in a fast-paced environment (sometimes unpredictable hours and crisis situations)
- Strong presence and maturity that engenders respect and facilitates the effective management of senior level staff members
- Basic proficiency in Microsoft Office and the ability to quickly learn new systems
- Ability to travel on behalf of the organization throughout the region as needed
- Ability to work successfully on both sides of the aisle on a widely controversial, challenging issue

**Please note: we verify information provided in the application process, including education.**

*Everytown for Gun Safety provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.*

*Candidates who identify as members of historically underrepresented groups are highly encouraged to apply. A diverse workforce and open culture are at the heart of our organization and vital to our success.*