

# NATIONAL ASSOCIATION OF SOCIAL WORKERS

## JOB DESCRIPTION STATEMENT

**TITLE:** Government Relations Director

**POSITION STATUS:** Full-Time

**UNIT:** Chapter Operations

**ISSUE DATE:** July 31, 2019

**DEPARTMENT:** NASW-TX

**SUPERCEDES:** July 2014

**REPORTS TO:** Chapter Executive Director

**PAY LEVEL:** VIII

**FLSA STATUS:** Exempt

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**Interested individuals should email a letter of interest along with a resume to:**

**Will Francis, LMSW, Executive Director,**

**NASW/Texas**

**[Wfrancis.naswtx@socialworkers.org](mailto:Wfrancis.naswtx@socialworkers.org)**

**All Applications are due by August 18<sup>th</sup>, 2019**

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### I. MAJOR FUNCTIONS:

Under the strategic direction of the Chapter Executive Director, the Government Relations Director will direct the implementation of the Texas Chapter Work Plan for the board approved legislative agenda in order to advance the interests of social work practice and the profession. This position assists the Executive Director in achieving NASW's vision, mission, values, goals, and strategic plan and acts as a liaison and provides staff support to the NASW/TX PAC: TPACE (Texas Political Action for Candidate Election) Committee. The primary function of the GR Director will be the implementation of the Legislative Agenda through statutory and regulatory means, and Staff Support to TPACE. The GR Director will work closely with the Board, and other groups associated with the implementation.

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### II. BASIC DUTIES AND RESPONSIBILITIES:

1. The GR Director is responsible for the implementation of the Legislative and Interim Agenda, supporting the TPACE committee, and implementation of the strategic Work Plan for advocacy for NASW/Texas. The GR Director leads and coordinates the development, management, implementation, and evaluation of strategies to inform and influence public policy at the state level on issues and in areas of importance as determined by the Board and Executive Director. Promotes the profession of social work to government officials, public and private agencies, and the general public.

2. Works closely with Executive Director in strategy development, evaluation, and continuous planning. Works closely with chapter leadership and in tandem with the national efforts to develop chapter's legislative agenda, policies, and positions as they apply to implementation of the legislative and advocacy Work Plan
3. Drafts or otherwise prepares legislation related to Work Plan and takes all necessary action to obtain passage of bills; Communicates support, opposition, or amendments to applicable legislation through letters, fact sheets, testimony, and meetings with legislators and committee staff
4. Provides materials, training, and technical assistance to chapter leadership in the regional and local implementation of Chapter goals and activities.
5. Participates in public/press events which support the Chapter's legislative agenda; Assists in facilitation of Association events.
6. Responds to membership and media inquiries regarding pertinent legislation and its impact; Oversees Social Work Advocacy Day Events
7. Provides staff support to NASW-TPACE (Texas Political Action for Candidate Election) to assist the Board with their candidate endorsement process, distribution of contributions, fundraising efforts, Texas Ethics Commission reporting, and other activities.
8. Registers as a lobbyist in Texas
9. Supervises interns/fellows as appropriate.
10. Other duties as assigned

### **III. MINIMUM WORK REQUIREMENTS:**

#### **Skills:**

1. Excellent verbal and written communications skills, including the ability to effectively communicate and make presentations to a wide variety of audiences.
1. Ability to lead and collaborate in a complex environment with multiple competing priorities.
2. Ability to manage time effectively.
3. Ability to plan, organize, and manage a wide array of business-related services.
4. Ability to establish and maintain cooperative business relationships and to build credibility and trust throughout the organization.
5. Strong problem identification skills, including the ability to problem solve and generate creative solutions, exercise common sense and sound judgment, and make effective decisions based on accurate and timely analyses.
6. Detailed oriented and the ability to think critically.
7. Knowledge of the social work profession at the micro and macro levels of practice
8. Ability to work flexible hours, including some evenings and weekends (especially during legislative session), with some travel.

#### **Knowledge:**

1. Bachelor's degree in Social Work or a related field. (Pre or post masters).
2. MSW preferred
3. Knowledge and/or experience with political advocacy and lobbying preferred

**Experience:**

1. Minimum four years experience in administration and planning
2. Ideal candidate will have demonstrated success in strategic planning and implementation
3. Ideal candidate will have demonstrated experience with regulatory, legislative and political processes, preferably in Texas

**IV. ATTRIBUTES**

1. **Results driven:** He/she sees the big picture, assists with the development and monitoring of key performance metrics to produce the desired results.
2. **Strong business acumen:** He/she sees opportunities and emerging trends, and is knowledgeable about the operations, unique needs, and goals specific to member-driven, not-for-profit organizations.
3. **Firm and fair leadership:** He/she will work with a wide range of staff, colleagues, and members, requiring a firm, fair, and flexible style that both complements the efforts and supports the needs of others.
4. **Partnership:** This individual is able to build trust internally and externally and must be viewed as highly professional, discreet, and accountable.
5. **Organizational agility:** He/she has a thoughtful, respectful communication style that fosters an open environment, enabling thought-provoking discussions and collaborative decision making.
6. **Perceptive:** He/she is creative and intuitively recognizes opportunities and takes appropriate action.

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This document describes general job duties and responsibilities. It is not a complete listing of job duties. Further clarification should be obtained from the supervisor listed above (e.g. Work plans, performance standards, task lists etc.). Incumbents may be required to perform tasks related to these duties. Major changes in job duties should be incorporated in this description.

NASW is an **equal opportunity employer**. All applicants will be considered for **employment** without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.