



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Government Relations Director 2
Department: Office of the Superintendent
Location: Washington Service Center (or as assigned)
Reports To: Senior Director of Communications
FLSA Status: Exempt
Compensation: Administrator Salary Schedule
Workdays: 235

Prepared Date: 11/2025
Revised Date:

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Government Relations Director leads NWRESD's policy, legislative, and advocacy functions. This position is responsible for shaping and executing strategies to advance the organization's mission, strategic priorities, and equity commitments through effective engagement with local, state, and federal government agencies, as well as external stakeholders.

The Director advises and intervenes on policy and regulatory risks and opportunities; ensures NWRESD's interests are represented in public discourse; and helps build capacity internally (across departments and with partner districts) to engage in advocacy aligned with NWRESD's strategic direction and values.

Operating with significant autonomy and in complex political contexts, the Director must exercise strong judgment, high integrity, responsiveness and strategic foresight.

NWRESD Context and Strategic Alignment

- NWRESD provides regional services in teaching and learning, technology, special education, equity & family partnerships, early learning, workforce development and more.
- NWRESD values student success, equity, partnership and innovative service and seeks a government affairs leader who can integrate those commitments into policy strategy.
- The Director should understand how local, regional, state and federal legislation, funding, and regulatory shifts affect service providers, regional agencies and

school districts in NW Oregon.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. A bachelor's degree in public policy, public administration, political science, law, education policy, education or a related field (master's preferred).
2. At least 5 years' experience in government affairs, legislative advocacy, public policy, or related fields, ideally with education or regional entity experience.
3. Valid driver's license and ability to travel regularly across the region, to Salem and periodically to national forums.

KNOWLEDGE, SKILLS, and ABILITIES:

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias.
2. Experience working with culturally and linguistically diverse communities is preferred.
3. Deep commitment to multiculturalism, equity and antiracism with demonstrated success centering those principles in policy and advocacy work preferred.
4. Demonstrated success in influencing legislative or regulatory outcomes, coalition building and stakeholder engagement.
5. Strong analytical ability in interpreting legislation, rulemaking and policy impacts.
6. Exceptional written and verbal communication skills (including testimony, policy briefs, public presentations, etc.).
7. Strong analytic and legislative research skills.
8. Persuasive writing, public speaking, and testimony capability.
9. Ability to build bipartisan and collaborative relationships.
10. Political acumen, negotiation, and conflict resolution ability.
11. Capacity to manage multiple priorities, deadlines, and shifting agendas.
12. Experience with coalition building and consensus-based strategies.
13. Adept at strategic planning, political judgment and navigating complex or contested environments.
14. Ability to collaborate across departments, component school districts, labor associations and community partners.
15. Experience working with Education Service Districts (or regional service agencies) preferred.

ESSENTIAL LEADERSHIP QUALITIES:

1. **Trust & Integrity** – Builds credibility inside and outside NWRESD through transparency, ethical conduct and consistent follow-through.
2. **Effective Communication** – Can translate complex policy issues for diverse audiences (district staff, board members, community, legislators, etc.).
3. **Equity-Centered & Inclusive** – Elevates marginalized voices, ensures policy strategies reflect equity goals, and pursues justice-minded outcomes.
4. **Strategic Vision** – Anticipates trends, shapes proactive policy initiatives, and identifies opportunities beyond immediate crises.
5. **Organizational Perspective** – Understands how policy decisions affect NWRESD's district partners and program areas; aligns advocacy with organizational goals.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Serve as principal public policy advisor to the Senior Director of Communications, Superintendent, NWRESD Board of Directors and various leadership teams.
- B. Develop, implement and monitor NWRESD's legislative and advocacy agenda, ensuring alignment with the organization's strategic plan.
- C. Track, analyze and forecast local, state and federal legislation/policy, administrative rules and regulatory changes. Prepare timely updates, memos and impact analyses for internal and external stakeholders.
- D. Act as NWRESD's representative in interactions with state legislature, Oregon Department of Education, federal agencies, local governments and policy groups.
- E. Cultivate and sustain relationships with elected officials, agency staff, education associations, intermediary organizations and community stakeholders.
- F. Lead coordination of testimony, committee briefings, advocacy materials, public comment and coalition advocacy efforts.
- G. Provide professional development, leadership and guidance to NWRESD staff, various Parent Advisory Councils (PACs), partner districts and other stakeholder groups on policy, advocacy and legislative processes.
- H. Collaborate with Communications, Equity & Family Partnerships, Research/Assessment, Finance and other departments to craft messaging, data framing and policy narratives.
- I. Ensure NWRESD's compliance with lobbying laws, ethics rules, disclosure requirements and recordkeeping.
- J. Represent NWRESD at conferences, regional/state forums, task forces and working groups relevant to education policy and service delivery.
- K. Oversee the Government Affairs portfolio budget and resources, including external contracts or consultants, when needed.
- L. Monitor performance and impact of advocacy initiatives; refine strategies and report

outcomes to leadership.

M. Maintain confidentiality, professionalism and political neutrality, where appropriate.

N. Other duties as assigned.

WORKPLACE EXPECTATIONS:

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities, as demonstrated by not more than an average of one day per month absent unless on a protected statutory leave. Maintain punctuality regarding deadlines, meeting attendance, and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral,

diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites will be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites will be required.

Required Physical Demands of Essential Functions and Responsibilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds and/or run after students to maintain safety.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer



Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.