



Job Title: Director of State Advocacy

Location: Remote (Travel required up to 2 times per month)

Reports To: Director of Legislative Strategy

Capacity: Full-Time

Overview:

CLT is seeking a **Director of State Advocacy** to join our growing policy team. This position will lead strategic initiatives, craft policy proposals and communications, and champion CLT with lawmakers and stakeholders. Working closely with the Director of Legislative Strategy, this role will execute advocacy campaigns, build coalitions for target states, and advance CLT's legislative priorities nationally.

Key Responsibilities

- Strategy
 - Create and execute, alongside the Director of Legislative Strategy, a cohesive coalition-building plan for each CLT target state and nationally.
 - Assist the Director of Legislative Strategy in crafting overall strategy and tactics.
 - Create and manage a moves management plan for key policy contacts in each target state and nationally.
- Advocacy
 - Represent and advocate for CLT and CLT's policy goals at policy-related conferences and events.
 - Travel to state capitals to represent and advocate for CLT and CLT's policy goals with state lawmakers and at committee hearings.
- Research
 - Conduct preliminary legislative and regulatory research and update existing CLT's legislative database.



- Keep abreast of relevant RFPs coming from target states and help to draft RFP submissions.
 - Track all legislation relevant to assessment policy in our active and future target states and ensure the Director of Legislative Strategy is aware of bill events.
- Logistics and Communications
 - Draft bill proposals, legislation, memos, 1-pagers and other relevant collateral as directed.
 - Manage and track vendor applications for state school choice programs.
 - Assist the Director of Legislative Strategy in coordinating with other CLT departments to ensure the execution of CLT's policy strategy and promulgate policy changes.

Requirements:

- Demonstrates CLT's Core Values: Anchored, Humane, and Passionate.
- Bachelor's degree or equivalent.
- Willingness to travel for conferences and partner visits up to twice per month is expected and a key component of this position.
- At least 5 years of experience in public policy-related roles, preferably policy analysis, policy communications, or government relations.
- Meticulous attention to detail.
- Excellent communication skills, both written and oral.
- Aptitude for and familiarity with technology, including project management tools such as Notion and Google Suite.
- Capable of researching legislative and regulatory issues in-depth.
- Experience with or affinity for classical education, great books, or assessments.

To Apply: Send your resume and cover letter to mtorres@cltexam.com