

AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
Affiliated with the AFL-CIO
80 F St NW, Washington, DC 20001-1528

MEMORANDUM: Human Resources\Vacancy #61 **DATE:** December 16, 2024

TO: AFGE Human Resources Department

FROM: Everett B. Kelley *Everett B. Kelley CB/DC*
National President

SUBJECT: Vacancy Announcement #61 – Director of Legislative, Political, Mobilization
Department, ELS

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Director of Legislative, Political, Mobilization, ELS, NBU, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

Official Station: National Office

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resume to jobs@afge.org, Attention: Vacancy Announcement #61 to Human Resources. Expressions of interest from (**internal candidates**) must be received by the close of business on Friday, December 24, 2024.

cc: National Executive Council
Director, Finance

FOR BULLETIN BOARD POSTING
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(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM
THE HUMAN RESOURCES DEPARTMENT, UPON REQUEST)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Legislative, Political, Mobilization Department
Location:	National Office
FSLA Classification:	Exempt
Position Title:	Director of Legislative, Political, Mobilization

CLASSIFICATION: Director of Legislative, Political, Mobilization, ELS

INTRODUCTION

AFGE is the largest union representing 800,000 federal and D.C. government employees. The union represents employees in over 65 agencies, including the Social Security Administration, the Department of Defense (civilians), the Departments of Veterans Affairs, Homeland Security, Justice, Labor, HUD, HHS, Transportation, Energy, Education, Commerce, Treasury, Interior, State, and Agriculture.

AFGE's Legislative, Political, Mobilization Department is responsible for the continued development, maintenance and strengthening of the Federation's ability to promote and achieve its legislative and policy objectives in Congress and through the federal Executive Branch. The department works to achieve these goals through AFGE's government affairs and political programs. Major responsibilities of this position include strategic planning, lobbying, development of issue mobilization and training programs.

This position is a key senior staff position that reports to the National President of AFGE. The person holding this position works with other senior staff in a team environment to carry out the goals of AFGE under the direction of the National President.

MAJOR DUTIES AND RESPONSIBILITIES

1. **Supervisory:** Supervises Legislative, Political, Mobilization to pursue successful achievement of the union's policy and institutional goals.
2. **Strategic Planning:** Works with staff, National Vice Presidents, and Bargaining Councils to develop annual strategic plans for implementing the Federation's national legislative and political plan in a given calendar year.
3. **Training:** Manages annual Legislative and Grassroots Mobilization Conference. Works with Education Department staff to develop training programs for AFGE leaders in legislative strategies such as meeting with members of Congress.
4. **Coalition Building:** Assists President's Office, AFGE Districts, and Bargaining Councils in developing and maintaining local, state, regional and national coalitions to address legislative issues of specific concern to AFGE members but also of mutual concern to other unions, community, and public interest organizations.

5. **Written Communications:** Supervises staff development of and edit written materials used for fundraising, grassroots organizing, issue mobilization, and voter education. Examples of such materials include email communications, brochures, direct mail solicitations, fact sheets, faxes, leaflets, letters, scripts for phone banks, and related materials.
6. **Lobbying:** Oversees and engages in lobbying Members of Congress and the Executive Branch.
7. **Interdepartmental Coordination:** Works in close coordination with other AFGE departments on legislative and political matters and support.

WORK ENVIRONMENT

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners, and phones. Travel is required and position may require long periods of travel. Long hours are periodically required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

CONTROLS OVERWORK

Works under the day-to-day supervision of the National President who makes specific assignments. The incumbent is called upon to make judgments as to approaches, techniques, and methods for pursuing established Federation and Department goals. The incumbent is encouraged to point out areas of activity or interest where revised goals and techniques might be considered to facilitate achievement of the Legislative, Political, Mobilization Department goals and mission. The results of the incumbent's completed work are reviewed for extent of fulfillment of Department objectives as delineated.

QUALIFICATIONS

1. Applicant must have at least 10 years of combined full-time work experience in legislative and political activity, including but not limited to organizing, grassroots issue mobilization activities, lobbying, educational training, and election related activities (including voter registration, voter education and get-out-the-vote activities). Management experience is highly preferred.
2. Bachelor's degree required.
3. Loyalty to the American labor movement required.
4. Demonstrated skill and knowledge in the legislative and political (election) process.
5. Experience managing and growing a federal PAC and experience with Super PACs strongly desired.
6. Demonstrated ability to educate and motivate individuals to join the union and become involved in legislative and political action activities.

7. Demonstrated ability to make objective decisions and recommendations independently.
8. Good interpersonal and communication skills. Ability to speak effectively in individual, small group and large settings with AFGGE members and leaders as well as members of Congress.
9. Ability to respond quickly and effectively when unexpected events demand an immediate response.
10. Ability to develop and edit written materials related to legislative and political program, including but not limited to grassroots mobilization materials such as planning documents, issue alerts, issue leaflets, phone scripts, draft letters to members of Congress and the Administration, and

OTHER REQUIREMENTS

Ability to travel regularly, a minimum of 4-5 weeks per year. During election years incumbent may travel 6-8 weeks per year, including extended periods away from home.

Work is generally in an office setting. Periodically long hours are required.

Writing sample and/or writing test demonstrating skills in developing grassroots educational materials may be required.

COMPENSATION

The salary range for this position is ELS (\$168,350 - \$218,856). AFGGE also offers comprehensive benefits as part of the total compensation package which includes medical, dental, vision, mental health, life insurance, paid leave, 401k, pension, flexible spending accounts and financial education.

EEO STATEMENT

AFGGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.