

## Director of Education

The Dallas Regional Chamber is currently seeking a Director of Education. In this exempt role, the Director will develop and track key education policy issues, as well as communicate policy positions and actions to appropriate volunteers and key education officials. The main objective for this position is to develop a strong education initiative that ensures graduates will enhance economic vitality and quality of life in the area. This position reports directly to the VP of Education.

### Responsibilities

- Represents the Chamber on education policy initiatives. Convenes organizations and groups to develop collaborations on education priorities. Participates at meetings, hearings, briefings, and seminars to influence the success of education initiatives.
- Researches education legislative and public policy issues to formulate Chamber education priorities. Disseminates information to Chamber members and works with public policy to ensure elected officials are aware and supportive of adopted education policy.
- Develops and maintains relationships with members of regional civic and policy boards to promote education policy and awareness.
- Regularly exercises discretion and independent judgment with respect to matters of significant policy development.

### Minimum Qualifications and Experience

Qualified candidates must possess three years public administration or experience in public policy process and development. Familiarity with education issues a plus. Ideal candidates will be self motivated and display superb diplomacy with all business relationships. Demonstrated ability to positively influence conversations and posses the ability to work independently, as well as in a team environment. Excellent verbal, written, and interpersonal communication skills are required. Also must display solid organization, and follow-up skills. Desired experience using Microsoft Office and ability to research the Internet.

### Education

A four year college degree is required.

This position offers an excellent benefits package inclusive of medical and dental coverage, 401K pension plan, paid vacation, sick time, and holidays, in addition to other benefits. To learn more about the Dallas Regional Chamber, visit [www.dallaschamber.org](http://www.dallaschamber.org). EOE

No agency or third party candidates will be considered for this position. To apply for this position, please submit a cover letter and resume, **including your salary history**, in a Word or PDF format to [recruit@dallaschamber.org](mailto:recruit@dallaschamber.org).