

**Director of Outreach**  
**U.S. Senator Tammy Baldwin**

U.S. Senator Tammy Baldwin is seeking a Director of Outreach to oversee constituent engagement activities in Wisconsin. The person in this position will plan, assign and evaluate the work of seven regional representatives and conduct outreach activities to statewide constituencies.

Qualified candidates have successfully guided staff through multiple concurrent projects, demonstrated success collaborating with leaders of other groups, and coached staff in a hybrid work environment. Desired qualities include the temperament to communicate with diverse people, strong communication skills, success managing competing priorities, and excellent decision making skills.

Interested applicants should send a resume, cover letter, references and salary requirements to [BaldwinOutreachDirector@gmail.com](mailto:BaldwinOutreachDirector@gmail.com). **Please apply by July 27, 2021.**

Veterans and traditionally underrepresented groups are encouraged to apply.

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**Office of U.S. Senator Tammy Baldwin**  
**Director of Outreach**  
July 2021

**Location:** Wisconsin  
**Reports to:** State Director

**Job Summary:**

U.S. Senator Tammy Baldwin is seeking a Director of Outreach to oversee all outreach activities in Wisconsin. This position is part of the staff management team. The person in this position will plan, assign and evaluate the work of seven regional representatives and conduct outreach activities to constituencies across the state.

This position works closely with the State Director, State Scheduler, and the outreach, press and policy teams to plan proactive roundtables, tours, meetings and town halls for the Senator around the state. The Director of Outreach attends key Wisconsin meetings and events on the Senator's behalf or assigns staff to do so.

**Job Duties and Responsibilities:**

- Develops and implements plans for strategic outreach to Wisconsin organizations and individuals on the Senator's key legislative priorities;
- Directs, manages and evaluates the work of seven Regional Representatives in the state, and advises them on areas of improvement;
- In conjunction with the State Director, recruits, interviews and makes recommendations to the Senator on outreach staff hires. Trains and mentors new Regional Representatives;
- Establishes and maintains relationships statewide with individuals, businesses and organizations to inform the Senator's work and to monitor opinions and concerns of government, constituent groups and community leaders. Guides the outreach team in developing these relationships in their respective regions;
- Attends civic meetings and community events on the Senator's behalf. Accompanies and staffs the Senator at state events or assigns Regional Representatives to do so;
- Identifies and communicates the need for federal assistance to the Senator and relevant staff;
- Provides weekly and yearly reports on the outreach team's activities;

- Guides the outreach team in planning state events that highlight the Senator's legislative priorities by providing relevant background information, site recommendations and suggestions on constituent meetings;
- Directs the preparation of the outreach team's pre-event memos that brief the Senator on events she attends in their regions, and post-event memos that share outcomes and assign followup from state meetings;
- Oversees the outreach team in creating and maintaining strategic lists of constituents and groups in the office's database to foster communication on priority issues;
- Works collaboratively with DC staff, providing state-level input into legislative initiatives or other policy related actions;
- Works with the State Director and constituent services team to identify strategic opportunities for the Senator;
- Responds to constituent telephone calls and emails;
- Exercises discretion, confidentiality and independent judgment in the performance of his/her duties.

**Skills and Knowledge:**

- Bachelor's Degree and/or extensive related experience in public policy and outreach;
- Five years successfully leading teams;
- Successfully collaborating with managers and leaders on cross-functional projects;
- Strong knowledge of issues, organizations and events in Wisconsin;
- Comfort occasionally speaking in front of people and groups;
- Excellent communication skills, both written and oral;
- Knowledge of computer databases, systems and office computer applications;
- Thoughtful and careful attention to detail;
- Working knowledge of Congressional appropriations process and legislative procedures;
- Knowledge of local, state and federal government agencies and departments;
- Access to reliable transportation;
- Working relationships with key associations and opinion leaders in Wisconsin.

**Salary:** Commensurate with experience.