

Director of Outreach
U.S. Senator Tammy Baldwin

U.S. Senator Tammy Baldwin is seeking a Director of Outreach to oversee all outreach 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. This position also monitors the federal appropriations process and makes Wisconsin organizations and municipal leaders aware of federal funding opportunities and communicates funding needs to the Senator and policy team.

Qualified candidates will possess strong management experience, have the ability to self-direct and have thorough knowledge of important issues, organizations and events statewide. Desired qualities include the temperament to communicate with a variety of personalities in a tactful and professional manner, advanced public speaking skills, and the ability to work cooperatively and courteously with others.

Interested applicants should send a resume, cover letter, references and salary requirements to BaldwinOutreachDirector@gmail.com or 30 W. Mifflin St., Suite 700, Madison, WI 53703.

Veterans, women and minorities are encouraged to apply.

The Office is an equal opportunity employer in accordance with the requirements of Senate Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, sexual orientation, gender identity or any other factors prohibited by applicable federal law.

Office of U.S. Senator Tammy Baldwin
Director of Outreach
December 2018

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 is a high-level position that is part of the 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 also monitors the federal appropriations process and makes Wisconsin organizations and local government leaders aware of grant and other federal funding opportunities, and communicates funding needs to the Senator and policy team. He or she advises the Senator, the State Director and DC policy staff on statewide needs, trends and developments.

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;

- Works closely with relevant staff to identify federal appropriations and grant programs of benefit to Wisconsin constituencies;
- Develops and implements a plan to make local officials and organizations around the state aware of federal funding opportunities, and connects them with staff who can assist them with the application process and with securing letters of support from the Senator;
- 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 of and assign followup from state meetings;
- Oversees the outreach team in creating and maintaining strategic lists of constituents and groups in the office's Intranet Quorum (IQ) 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 Required:

- Bachelor's Degree and/or extensive related experience in public policy and outreach;
- Five years experience in managing employees;
- Strong knowledge of issues, organizations and events in Wisconsin;
- Working relationships with key associations and opinion leaders in Wisconsin.
- Comfort speaking in front of people and groups;
- Stellar communication skills , both written and oral;
- Ability to work cooperatively and courteously with others;
- 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;
- Knowledge of computer databases, systems and office computer applications;
- Access to reliable transportation.

Salary: Commensurate with experience.