



The League of California Cities is seeking an experienced and talented leader to fill the role of:

Director of Public Affairs

April 2024

Cal Cities Culture and Mission

Cal Cities is dedicated to creating a collaborative and inclusive environment where passionate professionals can thrive. We're looking for candidates who are focused, driven, and above all else, seeking deeper meaning in their work. Reflecting the diversity of California, each of Cal Cities' employees is a vital partner in the organization's mission and success. If you also have a passion for public service, local government, advancing equity, and working with dynamic, talented teammates, this is where you belong!

Headquartered in downtown Sacramento, since 1898 the League of California Cities has been an active partner in local government, providing legislative advocacy, educational and informational services to cities. Cal Cities' mission is to enhance the quality of life for all Californians by protecting and expanding local control for cities through education and advocacy. Cal Cities has approximately seventy-five staff supporting its operations.

Public Affairs Department

Powered by a network of regional public affairs managers in strategic locations throughout the state, the Public Affairs Department is responsible for executing Cal Cities member outreach initiatives, managing stakeholder relations, and providing strategic support to the organization's advocacy, communications, and member services and education departments. Also coordinates the organization's political fundraising and business partner activities.

Position Summary

The Director of Public Affairs is a senior management position responsible for leading the Cal Cities Public Affairs Department. The Director develops and executes public affairs campaigns and activities in support of Cal Cities advocacy and member services priorities. This includes providing leadership to Cal Cities Regional Public Affairs Program and an experienced team of 16 Regional Public Affairs Managers, increasing member engagement in Cal Cities advocacy, developing, and building coalitions to advance Cal Cities advocacy priorities, providing strategic support to Cal Cities legislative advocacy, and overseeing and coordinating Cal Cities engagement in statewide ballot measure campaigns.

The ideal candidate will be a strong communicator with experience leading political and public affairs campaigns and grassroots mobilization.

Responsible for confidential corporate information, including financial information, risk management situations, and employee information. Serves on the Senior Management Team and reports directly to the CEO/Executive Director.

Employment opportunities are located at: <https://www.calcities.org/join-our-team>

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

Qualifications and Experience

Bachelor's degree in political science, public relations, or a related field. Graduate degree in a related field is desirable. Minimum 10 years progressively responsible experience with demonstrated success in public affairs, political campaign management, legislative affairs, or a combination of education and experience which provide the required knowledge, skills and abilities to successfully perform the essential duties and responsibilities. Knowledge of California political environment preferred.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m. Opportunity for hybrid work arrangement is available. Travel as needed to locations throughout California in the performance of duties.

Compensation and Benefits

Salary: Commensurate with qualifications and experience. Salary range \$144,760 - \$238,853. The hiring salary range for a qualified applicant will most likely fall between \$175,000 - \$200,000.

Retirement: California Public Employees Retirement System (CalPERS) 2% at 60 for classic CalPERS members; 2% at 62 for new CalPERS members.

Deferred Compensation: Employees may defer compensation through Cal Cities', Mission Square 457 defined contribution plan.

Health/Dental/Vision Insurance: Employees participate in an optional benefit program that includes dental insurance, vision insurance and medical coverage selected from three HMO and two PPO plans.

Life Insurance: Employer-paid life insurance coverage for employees. Supplemental employee-paid coverage is available.

Other Benefits: Under employer's optional benefit program, employees may use a portion of their salaries on a pre-tax basis to cover childcare and/or certain health care expenses.

Vacation: Two weeks annually; three weeks after five years of service.

Management Time Off (MTO): Management employees accrue four days per year.

Holidays: Employees receive twelve paid holidays annually.

Sick Leave: Employees earn twelve days annually.

Application Procedure and Recruitment Schedule

To apply, please submit your resume and cover letter on our careers page:

- www.calcities.org/join-our-team

OR click on the following application link

- <https://secure.onehcm.com/ta/LCAC.careers?ShowJob=637689024>

Recruitment for the Director of Public Affairs will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

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