



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

Regional Public Affairs Manager

Representing Cities in the Peninsula Division
Covering 36 cities in San Francisco, San Mateo, and Santa Clara Counties

August 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 Regional Public Affairs Manager reports directly to Cal Cities Public Affairs Director. Working through local officials, Cal Cities staff, district legislative staff, the media and community leaders, the Regional Public Affairs Manager advances Cal Cities' advocacy positions by building and sustaining the capacity of cities to influence the course of legislative and statewide ballot measures using grassroots organizing and advocacy techniques; engages in fundraising events and activities; serves as a liaison between Cal Cities and local officials, district legislative staff, the media and community leaders on Cal Cities matters; provides staff support to one or more regional divisions; and performs related duties as assigned. Key duties include, but are not limited to:

- Develops and maintains close communications and working relationships with Cal Cities members, legislators and their staff, media, key interest groups and Cal Cities leadership to advance the organization's advocacy policies and priorities.
- Researches, monitors, and reports on current and potential legislative and ballot measures.
- Disseminates information to a variety of stakeholders and the media regarding Cal Cities positions on proposed legislation, ballot measures and activities.
- Develops, organizes, and staffs fundraising activities and events.

Qualifications and Experience

A Bachelor's degree in political science, communications, public administration, public affairs, public relations, public policy or related field. Graduate degree in a related field is desirable. Minimum five years progressively responsible experience in local or state legislative issues in political campaigns, legislative advocacy or in a legislative district office or a combination of education and experience which provides the required knowledge, skills, and abilities.

Residence in San Francisco, San Mateo, or Santa Clara County is required.

Work Schedule and Travel

Cal Cities' normal workweek is Monday through Friday, 8:30 a.m. to 5:00 p.m.

This position is based in the Peninsula Division and travels throughout California in the performance of duties.

Compensation and Benefits

Salary: Commensurate with qualifications and experience. Salary range \$100,527 - \$165,870.

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

OR click on the below application link

<https://secure.onehcm.com/ta/LCAC.careers?ShowJob=654489664>

Recruitment for the position 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.