



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Director of Legislative Affairs Date: July 31, 2026
Division: Legislative Affairs
Reports To: Chief Executive Officer
Grade Level: 19
FL Status: Exempt ☒ Non-Exempt ☐
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐

Job Summary

The Director of Legislative Affairs will lead the New Jersey Schools Development Authority's (SDA) engagement with the New Jersey State Legislature and other governmental bodies by providing comprehensive analytical, strategic, and technical guidance on legislative matters. This position is responsible for reviewing and interpreting proposed legislation, assessing its potential impact on SDA operations, and communicating directly with bill sponsors and legislative staff to ensure clarity, alignment, and informed decision-making. The Director will cultivate and maintain strong working relationships with members of the Legislature, the Governor's Legislative Affairs Office, county and local government officials, and SDA's sister agencies to advance the Authority's mission and legislative priorities. Core responsibilities include monitoring legislative activity, coordinating SDA participation in hearings, organizing legislative meetings, advising executive leadership on policy issues, and serving as a liaison between SDA's internal operations and external governmental entities. Candidates in this position must fulfill the NJ residency requirements as set forth in the NJ First Act.

Essential Duties and Responsibilities

1. Serve as the primary liaison between the New Jersey Schools Development Authority (SDA) and the New Jersey State Legislature, as well as local, county, and federal elected officials, ensuring consistent and strategic communication on legislative matters.
2. Engage directly with legislators and legislative staff to communicate SDA priorities, provide updates on SDA programs and services, and strengthen relationships that support the Authority's mission.
3. Respond to legislative inquiries by coordinating timely, accurate information from SDA departments to ensure elected officials remain fully informed of SDA activities and operational needs.
4. Collaborate with internal departments to plan, coordinate, and execute SDA events, serving as the primary point of contact for elected officials and managing all related logistics.
5. Provide ongoing briefings to the Chief Executive Officer and senior leadership on legislative developments, emerging issues, and matters requiring executive action or strategic decision making.
6. Identify, monitor, and analyze legislation that may affect SDA operations, working closely with internal subject matter experts to evaluate potential impacts and develop informed recommendations.
7. Maintain and update SDA's legislative tracking systems, ensuring accurate documentation of bill activity, status changes, and relevant legislative history.

8. Conduct research and prepare analyses on proposed or pending legislation to support SDA leadership in mitigating adverse impacts or advancing beneficial policy initiatives.
9. Draft and coordinate legislative materials, including testimony, briefing documents, letters, talking points, and issue summaries, in collaboration with internal staff and relevant departments.
10. Serve as the primary point of contact for legislative matters with the Governor's Office, legislative district offices, trade associations, school districts, and other state agencies and authorities.
11. Represent the SDA at stakeholder meetings, hearings, and public events, ensuring the Authority's interests and priorities are clearly communicated.
12. Support special projects and perform additional assignments as required to advance SDA's legislative and policy objectives.

Required Skills and Abilities

1. Exceptional written and verbal communication skills, with the ability to convey complex legislative and policy issues clearly and persuasively to diverse audiences.
2. Strong legislative literacy, including the ability to read, interpret, and explain bills, amendments, and related documents, and assess their implications for SDA operations.
3. Proven ability to build and maintain effective relationships with senior leaders, legislators, government officials, and external stakeholders, demonstrating professionalism, diplomacy, and sound judgment.
4. Demonstrated initiative and strategic advocacy skills, with the ability to represent organizational interests, build consensus, and advance policy objectives in a dynamic governmental environment.

Required Education and Experience

1. Bachelor's degree in relevant field (course of study in political science a plus).
2. Interest in working with the Legislature and an understanding of the legislative process is required.

Physical Demands

Minimal

Certificates and Licenses Required

Valid driver's license