

Office of U.S. Senator Tammy Baldwin State Director

U.S. Senator Tammy Baldwin is seeking a State Director to act as her principal liaison to organizations, businesses and individuals across the state, and provide oversight and leadership of in-state office operations.

Qualified candidates will possess strong management skills, have the ability to self-direct and have thorough knowledge of important issues and events in Wisconsin. Desired qualities include the temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner; positive leadership experience; experience managing teams; ability to synthesize large amounts of varied information and set priorities; comfort to speak in front of groups; and the ability to work cooperatively and courteously with others.

Interested applicants should send a resume, cover letter, references and salary requirements to statedirectorbaldwin@gmail.com. **Please apply by December 1, 2024. Applications may be accepted on a rolling basis after the deadline until the position is filled.**

Veterans and traditionally underrepresented groups are encouraged to apply.

The Office is an equal employment 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, or any other factors prohibited by applicable federal law. The Office also prohibits discrimination on the basis of sexual orientation and gender identity.

Office of U.S. Senator Tammy Baldwin
State Director
November 2024

Location: Wisconsin

Reports to: Chief of Staff

Job Summary:

The State Director acts as the Senator's principal liaison to organizations, businesses and individuals across the state, and advises the Senator and relevant staff on community and regional developments in Wisconsin. This position is responsible for the recruitment, hiring, management and evaluation of all state staff in conjunction with other Function Group team leaders. The State Director also oversees all state operations and all offices in Wisconsin.

Job Duties and Responsibilities:

- Develops and implements strategic plan to engage and serve residents of Wisconsin on behalf of Senator Baldwin to fulfill her legislative agenda and to address constituents' concerns.
- Establishes and maintains relationships with individuals, community organizations, constituent groups, civic leaders, and representatives of all levels of government across the state on the Senator's behalf to fulfill the Senator's legislative agenda and to address constituents' concerns.
- Monitors developments, opinions and concerns of Wisconsinites and updates the Senator and her staff accordingly. The position involves travel throughout the state, including overnights on occasion.
- Recruits, interviews, hires, manages, mentors, motivates and evaluates 25 staff in six offices around the state, with four direct reports.
- Carries out responsibilities in accordance with office policy and applicable law. Ensures staff follow office policies and U.S. Senate ethics regulations, and complete annual training on ethics, sexual harassment and cyber security.
- Plans the Senator's Wisconsin schedule in conjunction with the Outreach, Legislative, Communications and Scheduling teams, and directs the implementation of the plan, including setting up meetings, tours, roundtables and press events to ensure constituents have opportunities to meet the Senator, learn about her initiatives and understand how her

office can be helpful. Edits staff briefing memos to prepare the Senator for Wisconsin meetings and events.

- Manages and edits the Senator's personal correspondence and Congressional Record Statements honoring Wisconsin constituents.
- Oversees the state staff response to floods, tornadoes and other emergencies that involve federal FEMA assistance. Keeps the Senator apprised of the extent of any physical damage and the needs of constituents. Advises the Senator on constituents to reach out to and locations to tour.
- Fosters efficient communication between staff in Wisconsin and Washington, D.C.
- Oversees retreat planning, trainings and team building activities for state staff. Works closely with the Chief of Staff to plan and implement the annual all staff retreat. Encourages staff use of U.S. Senate resources such as the Library of Congress, Congressional Research Service, Employee Assistance Program, Senate Office of Training and Development, and Congressional Management Foundation.
- Responds to constituent telephone calls and mail.
- Exercises discretion, confidentiality and independent judgment in the performance of his/her duties; and
- Works a flexible schedule including long hours, nights and weekends.

Skills and Knowledge Required:

- Bachelor's Degree and/or extensive related experience/training in public policy and outreach;
- Strong knowledge of community leaders, issues and events throughout Wisconsin;
- Strong verbal and written communication skills, including experience speaking to groups and organizations;
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- Thoughtful and careful attention to detail;
- Solid management skills, including ability to guide and mentor employees;
- Working knowledge of federal legislative process and of Senate organization and procedures;
- Thorough knowledge of local, state and federal government agencies and departments;
- Strong time management skills and ability to self-direct;
- Knowledge of computer databases, systems and office computer applications; and

- Access to reliable transportation to travel within assigned geographic area.

Salary: Commensurate with experience.