

Iowa Association of School Boards

Job Description

Title: Government Relations and School Finance Specialist

Person in Position: Vacant

Reports To: Associate Executive Director, Government Relations and School Finance

FLSA Classification: Non-Exempt

Employment Status: Regular Full-Time

POSITION SUMMARY:

The Government Relations and School Finance Specialist supports IASB's advocacy and public-school finance initiatives through research, data analysis, communications, events, and project coordination. This position assists with school finance data tools, legislative tracking, website content management, member support, and the development of educational resources on Iowa school finance and public school advocacy. The ideal candidate is highly organized, detail-oriented, and skilled in both written communication and data management, with strong proficiency in Excel and the ability to translate complex information into clear, user-friendly materials for school board members and school leaders.

QUALIFICATIONS

1. Bachelor's degree in public policy, economics, finance, data analytics, political science, community and regional planning, or related field. Candidates with equivalent experience demonstrating strong analytical and technical skills will also be considered.
2. Strong analytical, problem-solving, and research skills, including the ability to interpret financial, statistical, and technical information.
3. Proficiency in Microsoft Excel and spreadsheet management, including formulas, data organization, charting, pivot tables, and functions. Experience with data visualization or database tools preferred.
4. Experience or willingness to become proficient with website content management systems, online data tools, dashboards, or reporting platforms.
5. Strong organizational and project management skills, including the ability to manage multiple projects, deadlines, and recurring reporting responsibilities.
6. Ability to work collaboratively across departments and respond to member questions and requests in a professional and timely manner.

ESSENTIAL FUNCTIONS

1. Assist with the maintenance, updating, and quality control of school finance data tools, calculators, advocacy website content, and resource materials.
2. Support the preparation of school finance and advocacy reports, presentations, infographics, maps, charts, dashboards, and member-facing materials.
3. Coordinate legislative bill tracking, bill analysis, and registration processes, and assist with monitoring legislative or state agency meetings, as assigned.
4. Coordinate and assist with tasks related to the development of IASB's legislative platform, including the IASB Annual Call for Resolutions; Legislative Resolutions Committee functions; and Delegate Assembly planning and record keeping.
5. Assist with data requests from member school districts, association staff, and external stakeholders.
6. Provide technical and research support related to Iowa school finance topics and legislative fiscal impacts.
7. Monitor and review school finance-related legislation, fiscal notes, and agency guidance to assist with member communications and internal analysis.
8. Assist with preparing workshops, webinars, conference presentations, and educational materials related to school finance and advocacy.
9. Provide administrative and project support to the school finance and government relations teams, including organizing files, coordinating meetings, tracking projects, and maintaining documentation.

CORE ORGANIZATIONAL FUNCTIONS

1. Project a positive, optimistic image to staff, IASB members, vendors, and others.
2. Show commitment to service by responding promptly, courteously, and accurately to requests from members, staff, or others.
3. Practice effective teamwork by contributing to the work of others and collaborating effectively.
4. Exhibit personal accountability and qualities of integrity, ethics, credibility, and a commitment to the association's mission.
5. Follow IASB policies and company procedures.
6. Support innovation and improvement by accepting new challenges, incorporating new learning, and participating in continuous improvement processes.
7. Perform other duties as assigned by supervisors for the efficient and effective operation of IASB.

PHYSICAL REQUIREMENTS

1. Able to sit at and operate a computer for extended periods.

2. Able to occasionally lift and/or carry materials or equipment over 15 pounds.
3. Able to occasionally walk and/or stand for extended periods.
4. Able to occasionally travel to off-site locations.

TERMS OF EMPLOYMENT

At will.

EVALUATION

Performance of this job will be evaluated in accordance with this job description and IASB's evaluation process.