
JOB TITLE: ASSISTANT/ASSOCIATE VICE PRESIDENT FOR FEDERAL RELATIONS
LOCATION: WASHINGTON, DC
REPORTS TO: EXECUTIVE VICE PRESIDENT & VICE PRESIDENT FOR FEDERAL RELATIONS
FLSA: EXEMPT

SUMMARY. AAU federal relations professional staff members are responsible for exercising leadership in working with the association's members, constituents, and other organizations to advance the association's priorities and interests in the legislative and executive branches of the federal government.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following related to an assigned issue portfolio; other duties may be assigned to meet business needs.

- Develop, negotiate, and advocate policies within 1) legislative and regulatory processes, and 2) the higher education and research communities, to advance the priorities and interests of AAU member universities.
- Develop, direct, and execute federal advocacy strategies and activities involving the AAU president, member presidents and chancellors, member federal relations officers, other member constituent groups, and partner organizations and coalitions with shared interests.
- Exercise direct or thought leadership in external advocacy coalitions and policy forums.
- Represent or ensure that AAU is represented in congressional, executive branch, and/or stakeholder processes and discussions important to the association's priorities.
- Consult with colleagues in other associations and coalitions, university representatives, and other organizations to develop and advance shared positions and advocacy strategies.
- Provide advice, support, and policy analysis to the AAU president, other senior staff members, and appropriate AAU committees and task forces on issues in assigned portfolio.
- Develop and maintain strong working relationships with AAU constituent groups, congressional and executive branch officials, the media, and individuals in partner organizations.
- Work closely with the Deputy Vice President for Federal Relations & Counsel for Policy to coordinate AAU's Council on Federal Relations (CFR) constituent group, including the CFR Steering Committee, monthly meetings and webinars, and the CFR annual conference.
- Work with association staff and CFR leaders to provide timely and critical information to CFR members by way of task force listservs, CFR Updates, and CFR Alerts.
- Convene and lead CFR task force meetings/conference calls with task force leaders: prepare agendas and background materials, and ensure follow-up.
- As needed, staff or co-staff multi-constituent working groups, task forces, and/or committees on issues in assigned portfolio.
- Share information on current developments, events, and strategies with staff, association constituencies, and other parties.
- Develop and execute communications, media, and social media strategies and activities with Communications department staff on issues in assigned portfolio; provide content to Communications department for association publications.
- Develop advocacy materials to engage with legislative and executive branches and the media.
- Serve as a back up to other federal relations staff as assigned or needed.
- Work with Policy department staff to initiate, support, and/or conduct policy analysis.
- Share supervisory responsibilities for Federal Relations Assistant.

QUALIFICATIONS/REQUIREMENTS. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have excellent written and oral communication, presentation, interpersonal, and consultation skills to deliver complex information in diplomatic and effective manner.
- Must have a demonstrated ability and competency in determining and negotiating policy positions.
- Work requires resolution of complex, critical, and/or unique issues and an ability to apply creative and effective solutions.
- Must work independently and provide leadership within AAU team on federal relations issues in assigned portfolio and in a high volume work environment.
- Must have knowledge and advanced level of skill in problem solving, and research and analysis of issues that are unique or where no precedents exist.
- Must have flexibility and ability to manage competing demands, work efficiently in a fast-paced environment, and adjust to changes; prioritize and manage multiple projects; and follow through in a timely manner, completing tasks without prompting.
- Create and support an environment which fosters teamwork, cooperation, respect and diversity.
- Promote and foster effective communication, must have excellent hearing/listening skills.
- Must exhibit a high degree of professionalism and the ability to work well with others, including teaming with others, managing competing demands, adapting to changing circumstances, and maintaining internal and external relationships with people with different backgrounds and interests.
- Must work with integrity and ethically; must follow AAU's policies and procedures; consistently be work and on time; ensure work responsibilities are covered when absent.
- Demonstrated ability to supervise an administrative assistant and interns.

EDUCATION AND TRAINING/EXPERIENCE. Masters or professional degree; seven years of specifically related experience (Assistant Vice President); ten years of specifically related experience (Associate Vice President); or equivalent combination of education and experience. Must have at least two of the following work experiences: government relations; congressional; executive branch; nonprofit member-based association; and/or higher education or research sector organization.

TRAVEL. Travel is primarily local during the business day, although some evening, out-of-the-area, and overnight travel will be expected.

SUPERVISORY RESPONSIBILITY. This position manages employees in the department and is responsible for or shares responsibility for the performance management and hiring of the employees within that department.

WORK ENVIRONMENT. This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, the employee is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Some filing is required; this would require the ability to lift files, open filing cabinets and bend or stand as necessary. This job requires the employee to lift at least 20 pounds infrequently.

POSITION TYPE. This is a full-time position. The exemption status of this position is exempt. Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m. Evening and weekend work will be required as job duties demand.

OTHER DUTIES. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MUST BE CURRENTLY AUTHORIZED TO WORK FOR ANY EMPLOYER IN THE U.S.