

## **Position Description for Director, Federal Relations and Policy Analysis**

### **POSITION PURPOSE**

The purpose of this position is to coordinate federal relations and legislative, regulatory and public policy analysis at the federal level. The director will propose, coordinate, and advocate for AASCU's federal public policy position vis-à-vis the Congress, Administration, federal agencies, relevant executive agencies and other higher education groups.

The Program Manager(s) for Federal Relations reports to this person. The incumbent reports to the Senior Vice President for Government Relations and Policy Analysis.

### **FUNCTIONS AND RESPONSIBILITIES**

The director coordinates the tasks of expert technical support consultants on performing research on federal programs, analysis of federal legislation, acquiring and developing policy options and positions to the association and federal policy makers.

The primary function of the Director of Federal Relations and Policy Analysis is that of federal relations and federal policy development, analysis, communication, and advocacy. The director is responsible for producing internal memoranda and written reports for internal and external circulation, which provide and articulate overviews of the analytical studies, and which are accessible by and understandable and convincing to their intended audience. In addition, the director assists in identifying, developing and implementing legislative initiatives, drafting congressional testimony, and completing activities undertaken by the division. In performing these functions, the incumbent regularly interacts with congressional and executive government entities to present AASCU policy positions, solicit support for these positions and to learn about initiatives and activities taking shape in the executive branch and congress that may affect AASCU members.

The director works with the SVP to coordinate the association's congressional, executive branch and grass roots field activities. The director develops, implements and coordinates strategies for effective advocacy by the association's membership, including providing advice and direction to other governmental relations staff, crafting the message, determining its timing and how and to whom it is to be disseminated. This audience ranges from other association chief executives, professional governmental relations staff, and those with detailed knowledge of issues to AASCU member Presidents, members of Congress, and the general public.

The specific areas of responsibility for this position are programmatically assigned by the SVP and chiefly include but are not limited to issues related to federal student financial aid and higher education finance. In addition, the Director will be responsible for handling strategies related to the federal budget and appropriations process. Other topical areas currently assigned to the division include tax issues, teacher education, science and technology, internationalization and workforce issues including a diverse array of federal regulatory activities affecting public higher education. The director serves as the association representative with primary responsibility for

preparing and leading the association's effort to develop legislative recommendations for the Reauthorization of the Higher Education Act.

The director is in regular contact with the AASCU membership. The incumbent responds to individual member president requests, communicates with AASCU members through letters and e-mail to the membership, and through articles written for Public Purpose, the association's bi-monthly magazine. The director uses CQ and Congress Plus software on-line information systems to track legislation and target communication to grassroots contacts and to members of congress and federal agencies.

## **QUALIFICATIONS**

Education: Bachelor's Degree, Masters preferred.

Work experience: 5-10 years with some combination of the following experiences: Capitol Hill, government agency, government relations, higher education or campus. Priority will be given to direct experience working with Congress.

Skills: Able to handle and master multiple tasks at once and direct activities of other professional staff. Comprehensive understanding of the legislative process and ability to inform and mobilize membership, with a strong grasp of various communication tools used to provide outreach to the association membership. Strong written and oral communication skills required. Must be able to work independently and as part of a team.

Technology: Prefer familiarity with Microsoft Word, Outlook, Access, Excel and Power Point. Experience with data collection tools such as CQ, Thomas and web-based legislative software such as Congress Plus, Intranet, Internet, and e-mail.