**HACU**

**Job Description**

**Job Title:** Senior Executive Director of Government Relations

**Department:** Government Relations

**Reports To: Sr.** Vice President for Policy and Government Relations

**FLSA Status:** Exempt

**Prepared Date:** 01-25-21

**Summary:** The incumbent reports to and works in close collaboration with the Sr. Vice President for Policy and Government Relations (SVPPGR) in developing and advancing HACU's legislative agenda and relations with Congress, the Administration, and federal agencies. She/he coordinates and cultivates relations and partnerships with federal agencies and works in collaboration with other HACU staff to advance HACU’s legislative and policy initiatives. Represents HACU with agencies, policy centers, Hispanic and other minority organizations, and higher education associations. The incumbent is also responsible for tracking public policy and legislation and recommending appropriate advocacy action. He/she performs the following duties personally or through subordinates.

**Essential Duties and Responsibilities** include the following:

Developing and conducting a comprehensive outreach and advocacy 4-year plan with federal agencies to boost Hispanic-Serving Institutions (HSIs) and HACU’s participation in grant and contractual opportunities available through federal agencies; this plan may be updated at any time and should be updated and upgraded every four years in consultation with other HACU government relations staff and related program managers.

Establishing and coordinating an ad hoc committee of federal managers in Washington D.C. and convene periodical meetings chaired by the SVPPGR or her/his designee to discuss, as appropriate, HACU’s outreach and advocacy goals and objectives for the procurement of grants and contracts for HSIs and HACU itself, as well as for the strengthening of current programs (e.g., HACU’s National Internship Program, partnership with USDA, sponsorship of conferences, etc.). Committee members will be appointed by the President & CEO upon recommendation from the SVPPGR.

As requested by the SVPPGR, contribute to the planning, organizing, coordinating, and implementation of HACU's legislative strategies and priorities before the U.S. Congress and the Federal Administration to advance HACU's corresponding goals and objectives.

Assisting the SVPPGR in the drafting and updating of Memoranda of Understanding and Partnership agreements with federal agencies.

 Under the direction of the SVPPGR, taking a leadership role in the coordination of the

Annual HACU Capitol Forum.

Managing and improving continuously HACU’s online Advocacy Center ([www.hacuadvocates.net](http://www.hacuadvocates.net)) in collaboration with HACU’s communications and policy analysis staff.

Communicating with and engaging HSI presidents and other key institutional officials in interactions with Congress to advance the HACU Legislative Agenda and bills and/or regulations that have the potential of impacting on HSIs or Hispanic higher education.

Arranging and facilitating congressional testimony, meetings, and other contacts with members of Congress and senior federal officials by HACU’s President and President/CEOs of HACU-member institutions.

Monitoring, tracking and analyzing legislative bills and proposals to insure that the interests and institutional needs of HACU-member institutions are properly represented.

Drafting and preparing documents and correspondence related to congressional and administrative relations and legislation for HACU’s senior management.

Representing HACU at meetings/conferences/symposium and making presentations to groups.

Writing, publishing, and disseminating legislative alerts, announcements, briefs, and newsletters for timely distribution to membership and other target groups as directed.

Conducting other tasks as assigned by the SPPGR or HACU’s President & CEO.

**Supervisory Responsibilities**

This job has no supervisory responsibilities now but they might be assigned by management at any time.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to travel.

**Education and/or Experience**

Master's degree or an equivalent in public administration, higher education, law, or related field. A terminal degree is preferred. Extensive experience in government relations and policy analysis, preferably on higher education or related fields. Substantive knowledge and/or training on issues impacting Hispanics in higher education at the federal or state level. Working knowledge and familiarity with state and federal legislative and appropriations processes. Documented experience working with legislative and federal agency staff and with regulators.

**Language Skills**

Exceptional interpersonal skills, excellent oral and written communication skills are required. Spanish language proficiency highly desired. Ability to read, analyzes, and interpret common business, governmental and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information in written reports and in verbal presentations to top management, federal agencies/departments, public groups, higher education organizations, members of the business community, members of Hispanic organizations, and/or governing board of directors.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Familiarity with developing and conforming to an annual budget.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Other Skills and Abilities**

Proficiency with computers (e.g., word processing, database use, internet research) and familiarity with educational issues affecting Hispanic students and HSIs.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

The work environment characteristics are mainly held in an office setting with little to moderate noise level. Work week Monday through Friday with some weekend work or nights during intense periods of legislative work or other events like the Annual Conference, the Capitol Forum, and the International Conference. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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