**HACU JOB DESCRPTION**

**Job Title: Sr. Vice President for Policy and Government Relations**

**Department:** Washington DC office

**Reports To:** President & CEO

**FLSA Status:** Exempt

**Prepared By:** Antonio Flores

**Prepared Date:** 10/16/19

**SUMMARY**

The Sr. Vice President for Policy and Government Relations aids the President & CEO of HACU in directing and coordinating activities for the function of Congressional and Federal Administration relations. Develops and implements action plans to establish or enhance relationships with government, policy centers, Hispanic and other related organizations, and with higher education associations. Assists the HACU President & CEO in tracking and addressing of policy and legislation by performing the following duties personally or through subordinates. Represents the HACU President & CEO as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Facilitate and organize meetings, conferences/symposia with government/federal agencies, Hispanic­Serving Institutions, and other groups to promote specific objectives as outlined.

Write, publish and disseminate legislative alert announcements, briefs and newsletters for timely distribution to membership and other target groups as directed.

Monitor and evaluate pending legislation and regulations in development and identify

their impact on Hispanic-Serving Institutions, other HACU members and students.

Work with HACU staff on research projects to gather data to support legislative initiatives and meet with congressional and executive staff on authorizing legislation and appropriations.

Serve as liaison to other educational organizations and higher education associations to develop mutually supportive policies and legislative initiatives.

Confer with President of HACU and other administrative personnel to review achievements and discuss required changes in strategies to best reach stated goals and objectives.

Serve as member or lead staff of management committees on special projects and initiatives.

Serve as liaison to HACU's standing committees of the Governing Board as assigned by

the President of HACU.

Promote partnerships with federal agencies and refer related contacts for appropriate follow-

up by the President & CEO or his/her designee.

Supervise HACU programs based in the Washington D.C. Office; i.e., HNIP, and other

Federal Agency-HACU programs or initiatives.

To develop and maintain relationships with a variety of stakeholders with diverse perspectives.

Execute other duties as assigned by the President & CEO of HACU or his/her designee.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and

applicable laws, as assigned by the President & CEO of HACU. Responsibilities would include

interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving

problems.

**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.

**EDUCATION and/or EXPERIENCE**

Doctoral or terminal degree in Higher Education, Public Administration, Law or related field with extensive experience in federal relations and policy analysis, preferably in higher education or education-related issues. Experience and/or training at the federal/state level on issues impacting Hispanics in higher education. Knowledge should include familiarity with the processes of legislation and federal appropriations. Experience in working with legislative staff and governmental regulation writers is most appropriate. A master’s degree in the fields indicated above and unusually high-level and extensive experience in the core areas cited may be considered in lieu of a doctoral or terminal degree.

**LANGUAGE SKILLS**

Exceptional interpersonal skills, excellent oral and written communication skills are essential and Spanish language proficiency is highly desired. Ability to read, analyze, and interpret common business, governmental and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from high level government staff and officials, policy centers, Hispanic organizations, higher education organizations, regulatory agencies, and members of the business community. 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, and 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 office budget.

**REASONING ABILITY**

Strong analytical skills and ability to practice sound judgment. 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**

Proficiency with computers (e.g. word processing, database search), and familiarity with educational issues affecting Hispanic students.

**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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception,

and ability to adjust focus. Must be able to travel frequently.

**WORK ENVIRONMENT**

The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of

this job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions.

The noise level in the work environment is usually moderate.