



Vacancy Announcement

Assistant Vice President of Government Relations

Division of Corporate and External Affairs

The Assistant Vice President of Government Relations is responsible for coordination and facilitation of government relations activities on the Virginia Union University main campus. The Assistant Vice President of Government Relations reports to the Sr. Vice President of Corporate and External Affairs works closely with the Director of Community Relations.

Duties and Responsibilities:

- Researching and monitoring federal and state legislation, regulations and agency initiatives that might affect the university's operations.
- Communicating, in coordination with the Sr. Vice President of Corporate and External Affairs (CEA), with senior university administrators and the campus community about opportunities for engagement or the potential negative impacts on university operations
- Daily monitoring and electronically sharing of local and regional news on issues of importance to the government relations team
- Working with Deans, Department Heads, Institute Directors, and researchers, as appropriate, to identify potential funding sources and strategies for research projects
- In consultation with the Sr. VP of CEA, cultivating relationships with elected and appointed officials and their staffs in an effort to create understanding of issues important to higher education and support of the university's initiatives
- Coordinating campus visits by government officials and other dignitaries and providing information with respect to the University's research, facilities, and programs
- Representing the university, as appropriate, with peer institutions, federal and state agencies and others to help the university meet long-range objectives and to position the university to meet emerging demands
- Assist with federal and state government relations activities, including helping to produce communications documents and visiting state and federal officials.
- Engaging with and listening to the university community, including administrators, faculty and staff in support of government relations outreach activities and providing information and analysis to this broader community
- Outreach to businesses and organizations in our community and communication about how research is translating to technological advancement and job growth
- Representing the Sr. VP of CEA in senior-level meetings, committees and other official activities on campus, as needed
- Working closely with the Office of Brand Marketing and Strategic Communications with respect to issues that involve the print and electronic media to ensure that the university's activities and policies are presented clearly and accurately

- Providing information to the university community with respect to protocol in contacting government officials, requesting government action on behalf of the university, and scheduling campus visits
- Engagement and outreach at university board meetings and other significant events, as appropriate.
- Supervising an administrative direct report, including approving leave reports and input on annual reviews.
- Providing technological assistance and support with the development of power point presentations and briefing materials.
- Communicating via telephone, text, and email on a daily basis with a government relations team.

Qualifications:

- Master's degree, law degree, or Bachelor's degree with government relations experience or experience working for an elected official or agency.
- In depth understanding of the state legislative and public policy processes
- 2+ years' experience working with health care regulatory agencies
- Experience working in non-profit
- Ability to positively motivate and manage your team without micro-managing yet providing clear and timely guidance and responses
- Proven ability to build coalitions and contribute to multi-partner initiatives
- Ability to establish and cultivate a network of bipartisan relationships with Congressional offices, the Executive Branch and other key policy stakeholders
- Demonstrated experience with each of the following: project management, budget management and talent management
- Experience with internet-based communications and social media
- Strong written and verbal communication skills; public speaking ability is a plus
- Strong interpersonal skills and experience working and interacting with senior level managers within an organization and with elected officials
- Demonstrated ability and desire to work as part of a team
- Proven experience addressing issues of a sensitive nature and ability to exercise discretion and good judgment appropriately
- Demonstrated knowledge of state and/or federal government processes and people.
- Demonstrated interested in government and politics
- Ability to work nights and weekends, as needed
- Moderate travel may be required

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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