Associate Vice President, Government Affairs and Community Relations

The Associate Vice President, Government Affairs and Community Relations works in close coordination with the universities, to develop and to implement the Board’s government affairs activities. This position reports to the Board Executive Director.

The Associate Vice President, Government Affairs and Community Relations assists with the development of and advocates for budget, policy and legislative priorities of the Board and Arizona’s public universities. Acts as the Board’s liaison to the executive and legislative branches of state, federal and local governments on government and legislative affairs matters. Develops and maintains strong relationships with elected officials, agency directors and staff, as well as university and community stakeholders. Coordinates the governmental and legislative activities with each Arizona university government affairs team. Tracks, researches, analyzes, and drafts legislation of importance and interest to the Board and Arizona’s public universities. Works with the Board staff to develop and align messaging and support from stakeholders for the enterprise legislative agenda. Also works with staff to build community relationships. Assists with the Board’s communications strategies. Coordinates Board business at the state capitol, including the senate confirmation process for incoming regents. Produces the annual report of legislative activity and outcomes, including the national higher education landscape. Makes presentations at legislative hearings, Board of Regents meetings, and other external meetings. Manages the Board office legislative intern program.

Successful candidate will have strong written and verbal communications, advocacy, analytical and interpersonal relationship skills. Ability to manage and organize projects and group efforts. Proficient in electronic research. Demonstrated knowledge of Arizona laws that relate to lobbying on behalf of a public entity. Familiarity with Arizona legislative process. Understanding of protocol for communications with elected officials. Higher education experience is desired.

Minimum qualifications include: Bachelor’s degree in Political Science, Public Administration, Business Administration, Communications or related field, and five years of combined experience in any of the following areas: lobbyist, legislative analyst, member of executive, judicial, local government or political subdivision staff with policy or public affairs responsibility OR any equivalent combination of experience and/or education from which comparable knowledge, skill, and abilities have been achieved.

Send cover letter, résumé, names and telephone numbers of three references to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately and will continue until position is filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.