ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Director of Government Relations, Federal and Urban Affairs

DEPARTMENT: Vice President for Administration

OVERVIEW:

Reporting to the Vice President for Administration and working in collaboration with the Associate Vice President for Government Relations and Urban Affairs, the Director of Government Relations, Federal and Urban Affairs will be responsible for coordinating community and federal affairs efforts, programs, and special events.

RESPONSIBILITIES:

- Monitors federal legislation, rules and regulations that impact Fordham and the constituencies the University serves and develops institutional response.
- Assists in monitoring New York City and Westchester County legislation, rules and regulations that impact Fordham and the constituencies the University serves and develops institutional response.
- Manages Fordham’s relationship with elected and appointed federal officials and agencies.
- Assists in managing Fordham’s relationship with New York City and Westchester County elected and appointed officials and agencies.
- Ensures compliance with lobbying rules and regulations.
- Assists in the development of University positions on policy and fiscal objectives.
- Assists in the development of University-approved legislative initiatives and securing appropriation authority.
- Assists in developing and coordinating advocacy initiatives and lobbying activities.
- Analyzes federal executive budget submissions to determine potential institutional fiscal and programmatic impacts.
- Possesses knowledge of large-scale public and private project development, including familiarity with the New York City Uniform Land Use Review Procedure (ULURP) process.
- Speaks on public policy issues at meetings and conventions.
- Works with a variety of not-for-profit associations to develop and execute legislative advocacy positions.
- Responds to inquiries or requests for assistance on federal issues, legislation, and regulations.
- Assists in coordinating and managing bi-annual federal legislative reception for legislative leaders, legislators and members’ staff.
- Provides technical assistance to internal groups, academic departments, offices, and students in developing projects and events as it relates to the local community.
- Assists in the coordination of the use of University space by external groups
- Represents the office at internal and community meetings.
- Conducts special projects as assigned.
QUALIFICATIONS:

- Bachelor’s Degree and a minimum four (4) years’ legislative experience as a staffer and/or lobbyist.
- Strong knowledge and experience in developing grassroots mobilization and advocacy campaigns.
- Strong knowledge of federal and local appropriations processes.
- Strong experience working with government and regulatory agencies.
- Strong knowledge and understanding of policy development and institutional processes.
- Experience in coordinating legislative grants and contracting processes.
- Excellent management, interpersonal and presentation skills.
- Ability to multi-task and to work well in a high-level, high-profile environment.
- Detail-oriented with strong organizational skills.
- Knowledge of Jesuit identity and mission in a higher education setting, a plus.

START DATE: 1/2/2019

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

SEND LETTER AND RESUMES TO: Christopher Clark, Office of the Vice President for Administration, cclark18@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories