

DIRECTOR OF GOVERNMENT RELATIONS

JOB DESCRIPTION

The Association of Community College Trustees (ACCT) is comprised of more than 500 governing boards, and over 6,500 trustees who govern community, technical and junior colleges across the U.S. and abroad. ACCT is the voice of the leaders who serve on the governing boards of community, junior, and technical colleges-and make decisions that affect over 11 million students annually. For more information about ACCT go to: www.acct.org.

DESCRIPTION

This position will report directly to the Vice President, Public Policy. In collaboration with colleagues across the association, the Director will manage day-to-day efforts on Capitol Hill, work with federal agencies and peer associations, support external messaging through communications, and to collaborate with the entire staff in fulfillment of the Association's mission and goals including:

Advocacy and Issues Education

- Lobby Congress and federal agencies on behalf of the Association, its colleges and their students
- Manage Association response to regulatory affairs
- Act as a liaison to governmental and non-governmental organizations
- Serve as an external representative of the Association with peer higher education organizations and coalitions
- Conduct policy research and issues analysis

Events and Communications

- Assist in planning and administration of the annual National Legislative Summit
- Coordinate monthly federal update webinars for member boards and colleges
- Develop and oversee distribution of a variety of informational materials, including public policy positions, testimony, speeches, other presentations, and issue briefs on policy topics
- Contribute to Association's thought leadership via advocacy to external audiences in coordination with Communications team

Planning and Management

- Supervise at minimum one staff member focused on government relations
- Contribute to legislative agenda development and execution of related advocacy campaigns; and
- Perform other duties as assigned

MINIMUM REQUIREMENTS:

- Bachelor's degree in political science, government or related field with at least 5 years related experience in legislative affairs as legislative aide, lobbyist, analyst, or staff for a government agency.
- Must possess excellent verbal and written communication skills.
- Must have ability to exercise sound judgment, initiative and maintain strict confidentiality.
- Must be able to represent Association's position in all situations
- Must have the ability to work as a team member and able to deal effectively and courteously with supervisor, peers, and governmental agencies and their representatives.
- Must be familiar with and interested in working with elected and appointed college governing boards that represent their communities.
- Must be comfortable learning new technologies and using technological platforms to effectively communicate Association messages.
- Ability to travel approximately 10 percent of work hours.

ACCT offers a competitive salary for this position annualized at \$110,000 – \$130,000 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Further, we offer a 37.5 hour work week and paid time off benefits.

Please forward resume and a letter of interest that addresses your interest in the Association's mission to: hr@acct.org, attention HR Director. Must pass criminal, credit background check, and professional references check.

ACCT is committed to hiring and retaining a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.