Title: Assistant Director, Government and Community Relations

Position ID: #6215

POSITION OBJECTIVE

The Assistant Director of Government and Community Relations has the primary responsibility of working with the Vice President of Government and Foundation Relations, the Executive Director of Government Relations, and the Executive Director of Local Government and Community Relations, as well as senior university leadership including the President and Senior Vice President of University Relations and Development to implement the government and community relations strategies central to the university’s ongoing external engagement goals. The assistant director must exhibit a high degree of discretion and proactive judgement on projects that are both short- and long-term. The assistant director is expected to work collegially and in collaboration with numerous high level internal and external partners.

Working with a high degree of independence, the assistant director is responsible for a wide range of key programming and coordinating functions in support of the Vice President and the Executive Directors of Government, and Local Government and Community Relations serving as a key liaison with senior level university staff as well as high level external leaders.

ESSENTIAL FUNCTIONS

1. Develop and implement plans in consultation with the executive directors to achieve the Government and Community Relations goals established by CWRU leadership. (40%)
2. Serve as lead project manager for the annual Library of Congress event in Washington, DC hosted by CWRU’s President and a Member of Congress. Provide recommendations to determine what faculty members should be invited to the event. Work with the faculty to translate their work into layman terms and coach faculty on presentation skills. Build the itinerary for the president to ensure maximum benefits for the university. Develop and manage briefings for CWRU executives to share with members of Congress, provide on-site program management the day of the event, and work with senior university leaders to prepare marketing materials. Organize a dinner with high level donors. (15%)
3. Serve as lead project manager for key CWRU capital construction projects identified by CWRU’s president. Manage multifaceted government and community stakeholder engagement plans to ensure continued support of CWRU priorities. Provide weekly project management reports. Manage the 3 prongs of the projects; relationship with government affairs, the construction and facility project and the financial aspects. (15%)
4. Build strategic relationships and interface with external federal, state, and local stakeholders related to CWRU priorities. Represent the university at various local community meetings regarding the issues relevant to the county such as the master plan, opiate problem, etc. Determine which faculty can provide expertise on issues. On the state and federal level, determine who to lobby on specific issues relevant to the university, write briefings and put together a research package for leadership. (10%)
5. Serve as lead project manager for high visibility special projects on behalf of the CWRU leadership in partnership with elected officials (e.g., job fairs, STEM conferences, etc). Develop, coordinate and manage event logistics, marketing, and university representation with external and internal stakeholders. (5%)
6. Serve as lead project manager for annual community initiatives including the implementation of the Case Community Card and other community projects. Develop and implement programming plan for each initiative, lead partnership management and coordination; oversee execution and prepare recap report. (5%)
7. Identify, research, analyze and track local, state and federal legislation and regulations that affect CWRU. Analyze proposed government budgets to determine what university funding might be affected by changes. Benchmark community engagement practices and track the university’s community programs. (5%)
8. In collaboration with the office of Government Relations, the central finance office and faculty, monitor lobbying reports to ensure timely and accurate submission annual lobbying reports. (5%)

NONESSENTIAL FUNCTIONS

Perform other duties as assigned.

CONTACTS

Department: Frequent contact with the vice president and executive directors. Contact with other staff as required to perform essential functions.

University: Contact with senior leadership including the President, Provost, and the Senior Vice President of University Relations, senior administrative staff and faculty leaders as required to perform essential functions.

External: Contact with government and community leaders, as well as their representatives, leadership groups including the Government Relations Advisory Committee and Community Relations Council as required to perform essential functions.

Student: Contact with undergraduate, graduate and professional students as required.

SUPERVISORY RESPONSIBILITY

No supervisory responsibility.

QUALIFICATIONS

Experience: 3 or more years of experience in community or government relations, or nonprofit community, or relevant position; familiarity with higher education issues and operations of government highly preferred.

Education: Bachelor’s degree required.

REQUIRED SKILLS

1. A high degree professionalism and competence is expected when communicating with internal and external stakeholders. Excellent time management and timely follow-up is essential.
2. Outstanding communication (oral and written), interpersonal, and presentation skills required for a wide range of audiences. Proven ability to work in a fast-paced, complex environment is necessary.
3. Strong project management skills; attention to quality and detail are essential; flexibility, tact, approachability and responsiveness are required.
4. Must demonstrate proven ability to troubleshoot and to identify problems and appropriate reponses to complex issues.
5. Ability to communicate with and satisfy multiple constituencies with differing and often opposing needs.
6. Ability to elicit cooperation from a wide variety of sources, including university leadership, and internal partners, and external partners.
7. Ability to discreetly handle sensitive information appropriately is essential.
8. Demonstrated analytic and quantitative analysis skills; as well as ability to synthesize and apply new information.
9. Independent, mature judgment; excellent negotiation skills; professional image and attitude.
10. Must be able to work both independently and collaboratively with colleagues.
11. Ability to recommend improvements to processes as needed.
12. Technologically savvy with social media.

WORKING CONDITIONS

General office environment.

DIVERSITY STATEMENT

In employment, as in education, Case Western Reserve University is committed to Equal Opportunity and Diversity. Women, veterans, members of underrepresented minority groups, and individuals with disabilities are encouraged to apply.

REASONABLE ACCOMMODATIONS

Case Western Reserve University provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Inclusion, Diversity and Equal Opportunity at 216-368-8877 to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.

NOTE

CWRU offers a flexible benefits package including tuition waiver for employees and dependents; Respond in confidence, including salary history : CASE WESTERN RESERVE UNIVERSITY, Human Resources Job Code #6215 apply to: jobs.case.edu.