

Job Vacancy Notice

Job Title: Director of Governmental and External Affairs - Office of the President

Job ID: 22072

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Director of Government and External Affairs reports to the President and is responsible for developing and maintaining effective relations with external constituents through partnerships with government, business, and community organizations including local, state, and federal agencies. Maintaining direct contact with legislators during the budget process is crucial to this position. The Director of Government and External Affairs has the broad responsibility of advancing the mission of Hostos Community College with governmental and external agencies.

Duties include, but are not limited to the following:

- Develops and implements a policy for strategic government and community relations and attendant outreach programs.
- Manages community related issues involving the College in the local political, governmental, and business arenas as well as the day-to-day external affairs activities.
- Develops strong working relationships with local community boards, civic groups, and other external constituents in a strategic outreach effort to build new relationships and leverage existing ones to enhance the college's profile within the community.
- Works with appropriate individuals in the City University's central administration, such as the CUNY Legislative Action committee to advance the University's legislative, civic engagement, and charitable giving agendas.
- Develops a program of advocacy for the College with the local, state, and federal political and governmental agencies.

QUALIFICATIONS

Bachelor's Degree and eight years' related experience required.

The following qualifications are preferred:

- Availability to work evening and weekend hours
- Bilingual skills in English and Spanish
- Excellent communication and diplomatic skills

CUNY TITLE OVERVIEW

- Directs a program of communications and advocacy at Federal, State, Regional, and/or Borough levels on behalf of the College or Unit.
- Sets overall strategy to advance College or Unit programs
- Prepares and presents positions on imperatives impacting the College/Unit and its broader constituencies
- Monitors and coordinates legislative initiatives with potential impact
- Represents the College/Unit with external governmental organizations

- Serves as spokesperson for College legislative affairs and is the primary contact for legislative issues
- Identifies and cultivates relationships with appropriate governmental entities, seeking collaborations to meet common objectives
- Performs related duties as assigned.

Job Title Name: Communications Government Relations Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings".

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

Open until filled with review of applications to begin October 25, 2020.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.