



**MINNESOTA STATE**

Human Resources

*Your HR team for the system office*

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**Job Class: SPA Manager Principal - Job Posting 27717**  
**Working Title: Director of Federal Government Relations and Advocacy**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 10/29/2018

**Closing Date:** 11/13/2018

**Hiring Agency/Seniority Unit:** Minnesota State System Office/Managerial Plan

**Division/Unit:** Government Relations

**Appointment Type:** Temporary, Full-time

**Work Shift/Work Hours:** Day Shift

**Days of Work:** M-F

**Travel Required:** Yes – 20%

**Salary Range:** \$39.90 - \$57.23/hourly; \$83,311 - \$119,496/annually

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 220 - Managerial Plan

**FLSA Status:** Exempt - Administrative

**Connect 700 Program Eligible:** No

**Job Summary:**

**This position will last up to two years**

The Director of Federal Government Relations and Advocacy is a key member of the Government Relations team, supporting the federal and state relations work throughout the Minnesota State system. The successful Director of Federal Government Relations and Advocacy is someone who can build and manage effective relationships, has excellent written and oral communication skills, has an understanding of the federal legislative process, as well as the Minnesota legislative process, and has a demonstrated knowledge of building and growing a grassroots effort in order to effect change for higher education at both the state and national level.

The Director of Federal Government Relations and Advocacy provides leadership for campuses across the system managing the development of federal legislative goals through assistance with campus strategic planning and providing federal grant funding

opportunities. This individual will also monitor all federal congressional legislative activities pertaining to higher education, and work jointly with Minnesota State federal lobbyists in Washington, D.C. to further the colleges and universities federal agenda for a successful outcome.

In addition to the federal relations responsibilities, the Director of Federal Government Relations and Advocacy will work closely with the Grassroots Campus Network, with a focus of growing campus engagement at the State Legislature. This position will develop and maintain relationships with campus leadership to promote understanding of the legislative process, share best practices of campus engagement, and promote the legislative request.

### **Minimum Qualifications:**

**Resume must reflect all minimum qualifications. Please enter your experience in chronological order, including the month and year of employment.**

- Bachelor's degree in political science, public administration or related field
- 3 years of experience in government relations or public affairs
- Experience in working with congressional staff and/or members
- Understanding of the federal legislative process
- Excellent oral and written communication skills
- Able to build and manage effective relationships
- Excellent problem solver and solution focused
- Ability to travel up to 20%
- Ability to work under pressure and difficult time constraints, including evenings and occasional weekend work during legislative sessions and other peak periods

### **Preferred Qualifications:**

- Master's degree in Public Administration, Business Management or Political Science or related field
- 5 years of experience in government relations or public affairs.
- Experience researching and preparing grant applications

### **Additional Requirements:**

In accordance with the Minnesota State Colleges & Universities (Minnesota State) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to Minnesota State's Vehicle use criteria and consent to Motor Vehicle Records check.

## Other Information:

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/employee-relations/labor-relations/Labor>.

## Why Work for Us

At Minnesota State we promote the ability for our employees to move within the Minnesota State system of Colleges and Universities, located throughout the State of MN. To learn more, please visit: [Work at Minnesota State!](#)

At Minnesota State, we have a GREAT BENEFITS PACKAGE! Our generous benefits include 11 paid Holidays, Vacation Time, Sick Time, six weeks of Paid Parental Leave, low cost medical and dental insurance with low deductibles, a Pension Plan, 457(b) and 403(b) retirement plans and other retirement investment options, pre-tax medical and dental expense (with roll-over option) and dependent care accounts, employer paid life insurance, short and long term disability, as well as professional development and a tuition waiver program for employees and their dependents, etc. We promote the health and well-being of our employees and take work/life balance seriously.

## How to Apply

External Applicants: Go to the State of MN's career site at <http://www.mn.gov/careers>.

Internal Applicants: Go to Self-Service/Careers.

## Contact

If you have questions about the position, contact Jessica White at [jessica.white@minnstate.edu](mailto:jessica.white@minnstate.edu) or 651/201-1845.

## Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job

application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance is needed.