

## Director of Government Relations & Special Projects

**Recruitment #:** S2276  
**Review Date:** Review begins 9/12/22 | Open until filled  
**Department:** President's Office  
**Annual Salary Range:** \$110,000 - \$120,000

### Position Summary:

The Director of Government Relations & Special Projects works directly with the President and other Cabinet members to develop a political/legislative advocacy program for Western Oregon University and higher education in Oregon. This program includes working with peers at other Oregon public universities advocating for consolidated funding requests for biennial operating budgets and capital improvement and renewal (CIR) biennial allocation requests for Oregon public universities to be considered by the Oregon Legislature. This position also works with WOU's Federal Congressional delegation of Federal requests for funding. In addition, this position will be a member of the Oregon Council of President's Legislative Advisory Committee on all bills and laws proposed or enacted that affect WOU, including interacting with the Higher Education Coordinating Commission (HECC). This position will also provide support for special projects as assigned by the President.

[Click here](#) for the complete position description which includes knowledge areas and preferred qualifications.

### Minimum Requirements:

- Master's degree in a related field or bachelor's degree in a related field and 6 years of experience with increasing levels of responsibility in management, government relations, education and/or public relations
- Demonstrated commitment to diversity, equity and inclusion
- Demonstrated transparent and high integrity leadership skills
- Demonstrated success in articulating strategic priorities with legislators
- Demonstrated decision making and reporting
- Demonstrated organizational abilities including planning, delegating, program development and task facilitation
- Demonstrated knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Demonstrated ability to collaborate effectively and engage with board members, volunteers and donor groups
- Demonstrated excellent - communication skills including the ability to provide detailed presentations to a diverse audience
- Demonstrated ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

*Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.*

**Required Application materials:** You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Cover Letter that addresses qualifications
3. Resume/CV
4. Review the Board Statement on [Diversity, Equity, Inclusion, and Accessibility](#) and respond to the following [Diversity questions](#)

**Additional Application information:**

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

**Background/Education Check:**

A criminal background check will be completed as a condition of employment as well as an education check for positions requiring a formal degree as a minimum requirement.

**Employee COVID-19 Vaccine Requirement:**

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

**Benefits:**

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

**Equal Employment Opportunity:**

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at [employment@wou.edu](mailto:employment@wou.edu) and we will work with you to meet your accessibility needs.