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## Auburn University Job Description

Job Title: **Director, Federal Relations (D.C)** Grade DC09: \$180,000 - \$288,000  
Job Code: **EA06**  
FLSA status: Exempt  
Job Family: Administration & Operational Support  
Job Function: Operational Support

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### Job Summary

The Office of Federal Relations, based in Washington, DC, cultivates strong relationships beneficial for Auburn among federal government officials. The Office serves as the chief liaison between Auburn and elected and appointed officials in the federal legislative and executive branches. It also provides a service and support to policy makers, congressional staff and agency officials by bringing Auburn expertise and capabilities to bear on federal priorities. The Director leads federal relations efforts, creating positive working relationships with federal officials, advocating for university public policy goals, and advancing university programs that intersect with the federal government.

### Essential Functions

1. Manages the Auburn University federal relations office and budget in Washington, DC.
2. Works with senior university administrators and academic leadership in developing a federal relations strategy and legislative agenda that advances Auburn interests and priorities.
3. Builds and fosters relationships with key legislative and executive branch officials and staff with a specific emphasis on the Alabama congressional delegation.
4. Brings faculty, administrators, and students together with policymakers.
5. Communicates university priorities to legislative and executive branch officials
6. Monitors relevant legislative and budget developments and reports them to senior administrators and key faculty members.
7. Responds to requests from congressional offices.
8. Actively participates in higher education forums, conferences and organizations, as appropriate.
9. Establishes a process for identifying federal grant opportunities that support Auburn research and sponsored programs and relaying those opportunities to appropriate university administrators and faculty.
10. Identifies opportunities for faculty to participate in congressional hearings, federal advisory panels, review boards and other related activities. Responsible for providing talking points and prepare research for AU senior leadership and/or faculty in preparation for meetings, interviews, and other activities.
11. Provide outreach to Auburn's alumni working in Washington, D.C. in key policy positions.
12. Serves as a resource to federal policy makers and staff; facilitates the exchange of ideas and expertise between Auburn faculty and administrators and federal officials, as appropriate.

Translates scientific or otherwise complex research and academic scholarship for consumption by federal officials.

Leads federal relations efforts, creating positive working relationships with federal officials.

Reports to the Executive Vice President, Auburn University.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Required: Degree in Mass Communications, Marketing, Business, Public Relations or related field.  Preferred: Degree from Auburn University.  Preferred: Post-graduate degree Post-graduate degree in such fields as Public Administration, Public Policy or Law is desirable.
<b>Experience (yrs.)</b>	10	Required: Demonstrated success in working with the federal appropriations and policy making processes. Demonstrated success in high-level communications and organization.  Preferred: experience working in the federal legislative branch. Preferred experience working with members of the Alabama congressional delegation.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Understanding of the federal legislative process.

Demonstrated ability of communication and collaboration skills with a record of accomplishment of successfully interfacing with executives and influencers that are internal and external.

Demonstrated success at managing large and diverse organizations. Demonstrated ability to develop strategic plans and policies and to orient people toward achieving desired results.

Demonstrated commitment to organizational effectiveness and excellence.

#### **Certification or Licensure Requirements**

None required

#### **Pre-Employment Screening Requirements**

None required

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### **Physical Requirements/ADA**

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines

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and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, .

Job occasionally requires standing, walking, and lifting up to 50 pounds.

Ability to see information in print and/or electronically.

Date: 7/3/2023

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