

Director of Federal Relations  
University at Buffalo, The State University of New York

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Downloaded On: Apr. 8, 2025 7:54am

Posted Nov. 26, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Director of Federal Relations
<b>Department</b>	Government Relations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Governmental Relations
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54441">https://www.ubjobs.buffalo.edu/postings/54441</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The **Director of Federal Relations** at the [University at Buffalo](#), working full-time in Washington, D.C., develops and manages a comprehensive strategy to advance the University's interests with the federal government and plays a vital role in shaping policies that support the university's mission of education, research, and service.

The Director serves as the University's main point of contact for engagement at the federal level, providing guidance and advocacy on legislative and regulatory matters, advocates for federal research funding, and explores federal research opportunities that align with faculty interests.

The Director utilizes professional knowledge of higher education policy and established contacts to analyze potential opportunities and impacts of proposed federal legislation and regulations that may

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impact higher education.

The Director of Federal Relations reports jointly to the Chief of Staff to the President/Vice President for Government and Community Relations and the Director of Government Relations. The Director collaborates extensively with university colleagues to identify federal research funding opportunities and implement legislative and regulatory advocacy strategies. Working closely with campus colleagues, and other members of the Government Relations team, the Director is responsive to campus stakeholders, advising faculty, senior administrators, and staff in their engagements with public officials.

Candidates should possess an advanced understanding of the legislative, administrative, political and operational activities of the federal government; knowledge of federal agencies related, in part, to federally funded research opportunities and higher education policy; professional experience related to public higher education; an expansive network of contacts, advanced communication skills, and Capitol Hill experience.

**Responsibilities:**

- Engage frequently with members of Congress, Congressional staff, the Executive Branch including agency staff and DC-based stakeholders to advance the priorities of UB;
- Maintain up-to-date understanding and knowledge of current events as they affect research universities, particularly the University at Buffalo;
- Working with campus-based colleagues, develop and implement the university's federal advocacy agenda, with a focus on securing funding;
- Manages the university's annual appropriations requests and Congressional Directed Funding Requests;
- Analyze legislation and recommend UB's position on relevant issues;
- Work closely with national associations such as the Association of American Universities (AAU), the Association of Public and Land Grant Universities (APLU), and the Association of American Medical Colleges (AAMC) to share information, develop shared positions and carry out coordinated advocacy strategies;
- Develop collaborative relationships with SUNY System Administration federal relations staff as well as government relations representatives from other SUNY institutions, especially the university centers, to advance shared objectives;
- Organize visits to campus by elected officials, members of the Executive Branch and agency staff;
- Organize and prepare talking points and briefing materials for advocacy visits to Washington by UB senior leaders;
- Register as a federal lobbyist and file federal lobbying and contribution reports on behalf of the

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university; and

- Travel regularly to campus as well as other locations for association meetings, conferences, etc.

### **UB Overview**

Impactful research, scholarly distinction, transformative student experiences and far-reaching service to local, state, national and international communities define UB's mission and core strengths as a premier research-intensive public university. As a SUNY flagship university, UB is the largest, most comprehensive public research university in the SUNY system and is an internationally renowned center for academic excellence. In 1989, UB was the first public university in the Northeast to be admitted into the Association of American Universities (AAU), joining North America's other leading research universities.

At UB, we enroll nearly 32,000 students, and we offer more than 450 degree programs at the baccalaureate, master's, professional and doctoral levels across our 12 decanal units. We provide some of the nation's strongest graduate and professional degree programs, including top-tier, highly ranked programs. In the most recent graduate school rankings among public institutions, UB's School of Engineering and Applied Sciences is ranked 30th, the School of Public Health and Health Professions is ranked 29th, the School of Pharmacy and Pharmaceutical Sciences is ranked 18th, and the School of Social Work is ranked 13th. UB's School of Nursing undergraduate program is ranked 23rd among public universities, and the School of Dental Medicine is ranked 7th in the nation and 11th in the world.

UB is a global community of scholars, consistently ranking among the nation's top 30 universities for international enrollment. Our university has a strong global presence, maintaining affiliation agreements with more than 90 universities in Asia, Europe, Latin America and Africa. UB's approximately 293,000 alumni live in 150 nations worldwide, including more than 155,000 alumni in New York State.

Our distinguished faculty includes approximately 1,600 full-time members and more than 1,000 part-time members. UB employs 4,874 full and part-time staff as well.

### **The State University of New York**

The State University of New York is the nation's largest and most comprehensive state university system, consisting of 64 campuses including major research universities, health science centers, comprehensive and technical colleges and community colleges, all committed to providing a broad range of outstanding academic programs for students within New York and around the world. It enrolls more than 367,000 students annually, employs more than 83,000 faculty and staff and connects nearly

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three million alumni around the world.

***Learn more:***

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Minimum Qualifications**

- Bachelor's degree in related field required
- At least five years of experience working with the federal government; or an equivalent combination of education and experience
- Strong knowledge of the federal research funding environment and the agencies that support research; strong knowledge of regulatory processes with a demonstrated ability to analyze and influence policy
- Experience with federal research agencies (National Science Foundation, National Institutes of Health, Department of Defense, etc.), including funding history, federal policies and compliance and agency structures
- Ability to develop effective advocacy strategies that are aligned with university priorities; and successfully represent the university's broad federal interests to Congress and within the broader higher education community
- Proven track record of successful advocacy and relationship building with federal policymakers and agencies
- Excellent communication skills, both written and verbal, with the ability to effectively convey complex information to diverse audiences;
- Strong strategic thinking and analytical skills, with the ability to synthesize information and develop creative solutions
- Demonstrated ability to work collaboratively and build consensus among diverse stakeholders
- Highly organized
- Demonstrated ability to work independently

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### **Preferred Qualifications**

- Master's degree preferred
- Knowledge and understanding of the structure and operations of a public R1 research university as well as experience working with academic institutions and faculty
- Must be a quick learner and gain an understanding of a broad range of issues affecting research universities such as immigration, health care, tax policy, etc.
- Familiarization with communications strategies using both traditional and social media
- Knowledge of the SUNY system
- Existing relationships with members of the New York State Congressional delegation, particularly from Western New York, and with Congressional leadership and relevant committee chairs and staff

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**