



Associate Vice President, State Relations

The Arizona Board of Regents (ABOR) is seeking an Associate Vice President, State Relations to support the statewide governmental relations for the ABOR office. Under the direction of the Vice President, Government Affairs and Community Relations, the successful candidate will be the primary point of contact for legislative affairs and will help develop, implement and coordinate such activities.

Typical Duties:

(The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Assists with the development of and advocates for budget, policy and legislative priorities of the board and Arizona's public universities
- Assists with ABOR communication strategies
- Works with the ABOR public affairs team to build and maintain community relationships
- Liaison with the executive and legislative branches of state, federal and local governments on government and legislative affairs
- Helps coordinate board business at the state Capitol, including the Senate confirmation process
- Develops and maintains strong relationships with elected officials, agency directors and staff, as well as board, university, and community stakeholders
- Tracks, researches, and analyzes legislation of importance and interest to the board and the universities
- Present at legislative hearings and Board of Regents meetings and other external meetings
- Works with the board's communications team to develop and align messaging to stakeholders to gain their support for the enterprise legislative agenda including creating documents and talking points to convey the agenda

Knowledge, Skills and Abilities:

The successful candidate will demonstrate:

- Strong verbal and written communications, advocacy, analytical and interpersonal relations skills

- Ability to manage and organize projects and group efforts
- Proficient in electronic research and communications
- Demonstrated knowledge of Arizona laws that relate to advocacy on behalf of a public entity.
- Familiarity with Arizona legislative process
- Demonstrated knowledge of protocol for communications with elected officials
- Familiarity with educational issues

**Minimum
Qualifications:**

- Bachelor's degree in Political Science, Public Administration, Business Administration, Communications or related field
- Five years of combined experience in any of the following areas: lobbyist; legislative analyst, member of executive, judicial, local government or political subdivision staff with public affairs policy responsibility or any equivalent combination of experience

Salary and Benefits:

- Starting at \$100,000 per year, depending upon experience and qualifications.
- This is a full-time position with health and dental benefits. This position will be enrolled in the Arizona State Retirement System. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).
- This position will be working in person at the board office Monday through Friday and may be eligible for a partial remote work schedule, subject to the needs of the office.

How to Apply:

Applicants should send cover letter, resume and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.