



# Chief Government Relations Officer

University of New Mexico

Confidential Position Specification

April 2022

# The Company

Founded in 1889 as New Mexico's flagship institution, The University of New Mexico now occupies nearly 800 acres near old Route 66 in the heart of Albuquerque, a metropolitan area of more than 500,000 people. From the magnificent mesas to the west, past the banks of the historic Rio Grande to the Sandia Mountains to the east, Albuquerque is a blend of culture and cuisine, styles and stories, people, pursuits and panoramas.

Offering a distinctive campus environment with a Pueblo Revival architectural theme, the campus buildings echo nearby Pueblo Indian villages. The nationally recognized campus arboretum and the popular duck pond offer an outstanding botanical experience in the midst of one of New Mexico's great public open spaces.

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

- UNM will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.
- Faculty, staff, and students create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.
- Building on its educational, research, and creative resources, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.

The University has branch campuses in Gallup, Los Alamos, Taos and Valencia County, as well as the extension UNM Health Sciences Rio Rancho Campus. UNM offers bachelor and graduate degree completion programs throughout the state via Extended Learning and has education centers located at the four branch campus locations as well as in Santa Fe, Farmington, and at Kirtland Air Force Base. UNM's libraries, museums, galleries and performance spaces are rich cultural resources for the state. Home to the Lobos and contenders in the Mountain West Conference, UNM athletics draw fans from all over. The University Arena or "The Pit" is one of college basketball's most famous and recognizable buildings. In fact, The Pit was ranked 5th by the Travel Channel as one of the best college basketball venues.

UNM is a place where cutting-edge research and creative endeavors flourish. UNM research injects millions of dollars into New Mexico's economy, funds new advancements in healthcare, and augments teaching – giving students valuable hands-on training in state-of-the art laboratories.

The Health Sciences Center is the state's largest integrated health care treatment, research and education organization. U.S. News and World Report's 2018 edition of "America's Best Graduate Schools" ranks the UNM School of Medicine 20th in primary care and 72nd in research. Additionally, in health disciplines, UNM's nursing-midwifery program is ranked seventh. UNM School of Law is ranked 88th, while ranking 14th in clinical training. UNM College of Fine Arts is ranked 48th, with its photography program ranked fifth in the nation. The engineering program is ranked 83rd nationally, with electrical engineering coming in at 75th, and Chemical Engineering ranking at 72nd.

UNM is one of only a dozen Hispanic-Serving Institution in the U.S. that are also classified by the Carnegie Commission on Higher Education as a R1: Doctoral Universities with very high research activity.

Among the University's outstanding research units are the Center for Advanced Research Computing, Cancer Center, New Mexico Engineering Research Institute, Center for High Technology Materials, Design Planning Assistance Center, Innovation Academy and the Mind Research Network.

# The Opportunity

**Position**

Chief Government Relations Officer

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**Location:**

Albuquerque, New Mexico

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**Reporting Relationship:**

The Chief Government Relations Officer reports to the Office of the President

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**Website:**

<https://www.unm.edu/>

## Summary

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.*

The Chief Government Relations Officer (CGRO) provides professional direction and oversight to the Office of Government Relations. The CGRO reports directly to the President and serves as an advisor to UNM's Executive Vice Presidents for Academic Affairs and Health Sciences, Senior Vice President for Finance & Administration and senior leaders pertaining to all government activities at UNM. The CGRO cultivates and enhances the University's relationships at the federal, state, and local government levels. The CGRO works with the University and Senior Leadership in the development of proposals and strategies to advocate and lobby for University priorities with local, state and federal government levels.

## Duties and Responsibilities

- Provides strategic oversight to the Office of Government Relations and is responsible for government affairs strategies that advances the University's mission and goals with local, regional, state and federal elected officials.
- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement.
- Facilitates effective engagement and interactions between UNM, its executive leadership and state, tribal, federal and local elected or administrative personnel.
- Provides frequent updates to the President, senior leaders and other UNM constituent groups.
- Establishes and maintains constructive relationships with elected and appointed officials on a federal, state, tribal, and local level and invests considerable time and energy in prioritized networking activity.
- Apprises the President and senior leadership of pertinent legislative issues, external factors, and policy proposals and actions that could impact the University.
- Understands, communicates and advocates University priorities to governmental officials, local and national organizations and other government entities on key legislative issues related to higher education, health policy and research.
- Understand the needs and unique opportunities of our distinct New Mexican cultures and peoples, economic enterprises, and communities to address critical issues and opportunities facing humanity and contribute to the quality of life, growth, prosperity, and advancement of New Mexico and of human societies across the globe.
- Serves as a key representative for the University at legislative sessions, before State bodies, and Federal agencies in support of institutional goals and objectives.
- Shapes and influences legislative programs and other critical business issues in alignment with University goals and objectives.
- Works in collaboration with Health Sciences Center (HSC) Senior Leadership, including clinical entity CEOs, to develop an effective health focused state and federal legislative agenda and attendant strategy.
- Collaborates with lobbyists and legislators in establishing and implementing lobbying strategy, both proactive and responsive.

- Prepares communications to and for key stakeholders, including the President and Board of Regents, regarding pertinent issues on legislative changes; directs and oversees the development of materials in support of the government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports and letters.
- Participates with senior leadership on institutional planning, policy development, and problem resolution.
- Designs, establishes, and maintains an organizational structure and staffing with the necessary expertise (health sciences and other key university areas) to effectively accomplish the organization's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff and contract lobbyists.
- Performs miscellaneous job-related duties as assigned.

## Minimum Job Requirements

- Bachelor's degree required, Master's degree preferred; at least 7 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

## Knowledge, Skills and Abilities Required

- Thorough understanding of current developments in state and national higher education policy; comprehensive knowledge of state government structures and decision-making processes.
- Thorough understanding of state and federal health policy.
- Proficient understanding of local, state, tribal, and federal legislative and executive process; proficient understanding of all timelines and procedural rules related to legislative and rule-making processes.
- Proficient understanding of local, state, tribal, and federal budget and appropriations processes
- Firm understanding of and commitment to compliance with state and federal lobbying laws, ethics rules and applicable regulations.
- Ability to read, understand and clearly draft proposed legislation.
- Strong interpersonal skills; demonstrated ability to ethically form and maintain relationships with government officials and government entities; ability to maintain respectful and appropriate professional demeanor at all times.
- Ability to work collaboratively across the University enterprise.
- Understanding of the interplay between proposed changes and existing statutory or regulatory frameworks and how the changes may affect University's ability to carry out its mission.
- Skill in legislative advocacy, negotiation and persuasion.
- Ability to prepare a variety of written communications such as reports, testimony and factsheets.
- Demonstrated experience in a position requiring the use of analytical skills, including the ability to organize, interpret, integrate and present data in a clear and concise fashion.
- Skill in communicating effectively with all levels of management, boards of directors and staff as well as external individuals and groups.

- Ability to interact with diverse communities and constituents of diverse backgrounds.
- Ability to develop financial plans and manage resources.

## Conditions of Employment

- Employees in this job title are subject to the terms and conditions of an employment contract. Employment contracts are typically subject to review and renewal on an annual basis.
- Employees who provide services or work in patient care or clinical areas are required to be in compliance with the University's influenza vaccination requirement.
- The University of New Mexico has implemented a mandatory COVID-19 vaccine requirement for UNM students and employees. For detailed information, visit <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html>

## Working Conditions and Physical Effort

- Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule.
- Frequent local, state, and national travel is required.
- Working hours may vary and occasional evening and weekend work is required.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

## Additional Background

- The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.
- The University of New Mexico provides all training required by OSHA to ensure employee safety.

## Beth Fowler

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## About Korn Ferry

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