

# JOB ANNOUNCEMENT

CENTRAL WASHINGTON  
UNIVERSITY



EASTERN WASHINGTON  
UNIVERSITY



THE EVERGREEN STATE  
COLLEGE



UNIVERSITY OF  
WASHINGTON



WASHINGTON STATE  
UNIVERSITY



WESTERN WASHINGTON  
UNIVERSITY

WASHINGTON STATE  
*Council of*  
**Presidents**

**Position Title: Director of Legislative Affairs**

**Job Type: Full Time, Permanent**

**Location: Olympia, WA**

**Salary: \$125,000 - \$135,000**

**Opens: September 18, 2023**

**Closes: October 9, 2023**

## Position Overview

The Director of Legislative Affairs at the Council of Presidents (COP) plays a pivotal role in advancing our mission to foster effective communication, cooperation, and collaboration among Washington's six public baccalaureate institutions. Reporting directly to the Executive Director, this position is a key partner within COP, supporting our engagement with external constituencies.

## About The Council of Presidents

The Council of Presidents (COP) is the association of Washington's six public, four-year degree-granting universities and college. COP strives to be a common voice for the public baccalaureate sector and the most respected and trusted resource for decision makers on issues affecting public higher education. Additional information on COP's mission and role can be found on [our website](#).

## Benefits

We offer a comprehensive Washington state employee benefits package including medical, dental, and vision insurance, retirement plan, and paid time off including vacation, holidays, and sick leave. In addition, we offer professional development opportunities and hybrid work options.

## Essential Responsibilities

### Legislative Session Support (50%)

- Attend and actively participate in relevant legislative hearings and work sessions, including providing public testimony on select legislation.
- Provide primary staff support to COP's legislative officers' group.
- Monitor legislation, committee meetings, and legislative actions, develop bill analyses, maintain bill tracking, and prepare position papers and testimony.
- Meet with policymakers and their staff, as delegated by the Executive Director.
- Prepare updates and reports for the Governor and Legislature.
- Respond to legislative inquiries outside of the session and contribute to the implementation of enacted legislation.

### Sector Engagement (50%)

- Staff sector-wide committees.
- Represent the public baccalaureate sector on external task forces, initiative and work groups.
- Prepare updates, reports and sector information for external partners and sector leads.
- Other duties as assigned.

## Desired Skills and Abilities

- **Relationship Building:** Develop and maintain strong relationships with key state policy stakeholders and their staff; institutional leads, and partners across the state.
- **Advocacy:** Promote COP's mission to state legislative, executive, and regulatory officials, including elected policymakers, professional policy staff, and agency staff.

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- **Policy Analysis:** Analyze and interpret legislation and policy documents.
  - **Data Analysis:** Analyze data and track required reporting information.
  - **Effective Communication:** Communicate complex concepts through oral and written mediums and prepare various written communications such as reports and testimony.
  - **Technology Proficiency:** Utilize computer technology for communication, data gathering, and reporting activities.
  - **Project Management:** Manage and coordinate special projects, including the development and implementation of strategic plans.
  - **Diversity and Inclusion:** Work effectively with people from diverse academic, cultural, and ethnic backgrounds.
  - **Collaboration:** Support and contribute to a collaborative and respectful environment that promotes teamwork.

### Required Qualifications

- **Education:** Bachelor's degree or higher.
- **Experience:** Minimum of five years of related experience.
- **Demonstrated Knowledge:** A strong understanding of state and federal government operations.

### Preferred Qualifications

- Grant writing experience.
- Federal relations experience.
- Data analysis experience.
- Experience working in higher education advocacy or within public policy in Washington state.

### Conditions of Employment

- This position is based in Olympia, WA, requiring residence within a commutable distance upon hire.
- This is a flexible/hybrid position that will require in-person attendance during the legislative session.
- Some local day travel is expected, with occasional out-of-area and overnight travel.
- Must provide proof of identity and employment eligibility within three days of beginning work.
- Prior to an official offer of employment, the applicant must sign a Declaration Regarding Sexual Misconduct form per [RCW 28B.112.080](#). Applicants who provide inaccurate information in their declaration will be disqualified and, if the inaccuracies are discovered after the applicant has been hired, it shall be grounds for termination.

### Commitment to Diversity

The Council of Presidents is committed to creating a diverse workplace and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

### How to Apply

Application review will begin upon receipt, so applicants are encouraged to submit their materials as early as possible.

Qualified candidates must submit the following materials to [contact@councilofpresidents.org](mailto:contact@councilofpresidents.org) to be considered:

1. Current résumé indicating relevant experience and education.
2. Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
3. Three (3) professional references with contact information.

**Please note that incomplete or late application materials will not be considered.** Reference checks will only be made for candidates who progress to the final stages of consideration.

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