



**CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

**EXTERNAL RELATIONS MANAGER  
(Government Relations Specialist III)**

Texas leads the country in its unprecedented commitment to catalyze discovery and progress in preventing cancer and researching and developing innovative technologies to detect, treat, and cure cancer. Created by the Texas Legislature and approved by two statewide votes in 2007 and 2019, the Cancer Prevention and Research Institute of Texas (CPRIT) directs the state's \$6 billion cancer initiative. To date, the agency has awarded more than \$4.1 billion in grants to Texas research institutions and organizations through its academic research, prevention, and product development research programs, resulting in a significant increase in intellectual property and knowledge related to cancer treatments, cures, and prevention best practices.

**General Position Summary**

The External Relations Manager performs highly advanced legislative, communications and consultative work. The position will coordinate and participate in the agency activities related to the Texas Legislative session, coordinate CPRIT's participation in external events and meetings with governmental, cancer community, and other external stakeholders; collaborate with internal and external stakeholders to facilitate accurate, clear, and comprehensive communications; and provide administrative and technical assistance to the Chief Executive Officer and Chief Prevention and Communications Officer.

The External Relations Manager reports directly to the Chief Prevention and Communications Officer. The position works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

CPRIT operates on a standard Monday - Friday work schedule. Approval of an alternative work schedule, including any form of teleworking, is at management's discretion and based on the business needs of the agency and the requirements of the position. This position may be eligible to telework up to a maximum of 20 hours in a 40-hour-a-week hybrid work schedule.

**Salary Range:** \$84,182 - \$142,374/year

**Closing Date:** July 1, 2026

## **GENERAL QUALIFICATION REQUIREMENTS**

### **Experience and Education**

Must have at least four (4) years' experience working in legislative, advocacy, or issues-based work. This may include experience working with the Texas Legislature; advocating on behalf of a client related to the Texas legislative process; managing an issues-driven or advocacy campaign; or performing communications work that supports legislative, policy, or advocacy efforts. Graduation from an accredited four-year college or university. Experience and education may be substituted for one another.

### **Knowledge and Abilities**

Knowledge of the Texas legislative processes and state government administration. Knowledge of, or the ability to learn, Texas's budget appropriations process. Skill in compiling, evaluating, presenting legislative information; problem solving; analyzing data, and creating talking points. Skill in the use of a computer and applicable software. Ability to work under pressure and meet close deadlines, and to communicate effectively. Ability to evaluate documents for accuracy and completeness. Maintain the confidentiality of sensitive information. Communicate professionally and effectively, both verbally and in writing, with all levels of employees, the legislature, and the public.

## **EXAMPLES OF WORK PERFORMED**

### **Legislative Session Responsibilities (Primary Focus During Session)**

- Coordinate and may participate in agency activities related to the Texas Legislature.
- Schedule, attend, and support meetings with legislators and legislative staff.
- Identify, track, and analyze legislation affecting CPRIT; coordinate expert analysis and brief executive leadership.
  - Monitor committee schedules, hearings, and agendas.
  - Prepare hearing materials, testimony documents, and post-hearing summaries.
- Manage internal communication of session developments, decisions, action items, and deadlines.
- Support preparation of legislative reports, bill implementation activities, and requirements stemming from newly enacted laws.
- Represent the agency in communications with elected officials and legislative stakeholders.

### **Government Relations (Outside of Session)**

- Participate in agency planning before and after legislative sessions, including strategic plan development and biennial legislative appropriations.
- Monitor implementation of enacted legislation and ongoing state policy activities relevant to CPRIT.
- Coordinate and staff legislative briefings and interim committee meetings.
- Prepare policy updates, talking points, and presentations for agency leadership.
- Maintain databases of legislative contacts, communications, and external interactions.
- Ensure accurate, timely responses to inquiries from government officials, the cancer community, and other external stakeholders.

### **External Relations & Partnership Management (Year-Round)**

- Coordinate CPRIT participation in external events, meetings, and cancer-community engagements.
- Organize logistics for events involving agency leadership, including scheduling, materials, agendas, talking points, and follow-up summaries.
- Support major agency events such as the CPRIT conference and external exhibits.
- Assist in planning and implementing External Relations/Government Relations processes for boards, committees, appointments, and stakeholder engagement.

- Collaborate internally and externally to develop comprehensive communications on policy priorities.
- Prepare presentations, handouts, press releases, articles, and other materials in partnership with the Communications Team.
- Contribute to statewide messaging efforts and coordinate policy-related website content.
- Assist with reports and publications related to external relations or legislative priorities.

### **Administrative & Leadership Support**

- Keep the CEO and CPCO informed about external meetings, inquiries, and events.
- Perform related work as assigned.

### **Military Occupational Codes:**

You may access the Military Occupational Specialty (MOS) codes applicable to this position at: [Military Crosswalk for Occupational Category - Information and Communication](#). CPRIT encourages Veterans, Reservists, or Guardsmen with a MOS or additional duties that fall in the fields listed in the above link who meet the minimum qualifications listed above to apply.

### **Application Instructions**

If you meet the qualifications, complete and submit a State of Texas application and resume online via the WorkInTexas.com portal <https://www.workintexas.com>.

You may also mail a State of Texas application and resume to Cancer Prevention and Research Institute of Texas, Human Resources, P.O. Box 12097, Austin, Texas 78711. You may hand deliver or send by overnight delivery to Cancer Prevention and Research Institute of Texas, Human Resources, 1701 N. Congress Avenue, Ste. 6-127, Austin, Texas, 78701.

You may obtain additional information about applying for the position at <https://www.cprit.texas.gov/about-us/employment-opportunities/>. It is within CPRIT's discretion to disqualify incomplete applications. CPRIT will not accept faxed or emailed applications.

### **Additional Information**

CPRIT is a non-smoking office; the agency is in the Capitol Complex of Austin, Texas.

All CPRIT positions are subject to state and agency telework policies and business needs of the agency.

The Cancer Prevention & Research Institute of Texas is an equal opportunity employer. You may find additional information regarding the Institute's history and operations on the agency's website at <https://cprit.texas.gov/>.