



**ADVOCATES FOR  
COMMUNITY HEALTH**

United for Health and Innovation

**POSITION TITLE:** Manager of Policy and Government Affairs

**LOCATION** Washington, D.C.

**TRAVEL:** Occasional

## **POSITION SUMMARY**

Advocates for Community Health (ACH), a Washington, D.C.-based nonprofit membership organization of community health centers, is seeking a Policy and Government Affairs Manager. This role supports the organization's policy and advocacy work at the federal level by monitoring legislative developments, coordinating with stakeholders, and helping implement government affairs strategies.

The ideal candidate will have experience working in or with Congress, familiarity with the federal policy-making process, and a commitment to advancing health care access for all. This is a mid-level role that works under the direction of senior leadership and in collaboration with external consultants and partner organizations.

## **RESPONSIBILITIES/DUTIES**

- ☐ Support the development and execution of policy and advocacy strategies in coordination with the Director and Senior Vice President of Policy and Government Affairs.
- ☐ Track and analyze federal legislative and regulatory developments relevant to ACH's priorities, including community health center funding, the 340B program, value-based care, and other issues.
- ☐ Prepare policy briefs, legislative summaries, and advocacy materials for internal and external use.
- ☐ Coordinate meetings with congressional offices, federal agencies, and coalition partners.
- ☐ Represent ACH in external meetings and coalitions as assigned; provide follow-up and reporting to internal stakeholders.
- ☐ Assist with grassroots advocacy campaigns, including communications and logistics support.
- ☐ Maintain and update internal databases related to policymaker and stakeholder contacts, legislative priorities, and partner engagement.
- ☐ Support the preparation of materials for Board meetings, member webinars and other learning opportunities, and external communications related to public policy.

- ☐ Help maintain coordination between ACH's P&GA, communications, and membership teams regarding member communications and programming, communications deliverables, and other items.
- ☐ Help manage relationships with consultants, ensuring deliverables are tracked and aligned with organizational goals.
- ☐ Help ensure timely communication with ACH members on policy related matters in coordination with the communications and membership teams.
- ☐ Provide support related to ACH events including Annual Member Meeting & Hill Day, Congressional briefings, and other events as necessary.

## **QUALIFICATIONS**

- ☐ Bachelor's degree in Public Policy, Political Science, Health Policy, or related field required. Master's degree a plus.
- ☐ 3–5 years of experience in public policy, government affairs, or legislative work (e.g., in a nonprofit, Hill office, agency, or lobbying firm).
- ☐ Knowledge of the federal legislative and regulatory process; experience with health care policy preferred.
- ☐ Strong organizational skills and the ability to manage multiple priorities and deadlines.
- ☐ Excellent written and verbal communication skills, including the ability to synthesize complex policy issues.
- ☐ Demonstrated ability to work collaboratively in a team environment.
- ☐ Commitment to health equity and experience working with or on behalf of underserved communities a plus.

## **BENEFITS**

- Generous PTO plan including paid holidays
- Health, Dental, Vision, STD, LTD and Life Insurance plans offered
- Access to ACH's 403(b) retirement plan
- Company laptop and cell phone

*Please submit a resume and cover letter to [info@advocatesforcommunityhealth.org](mailto:info@advocatesforcommunityhealth.org).*