

Job description

POSITION SUMMARY

Advocates for Community Health (ACH) is seeking a **Director of Policy and Government Affairs** to help lead its Washington D.C.-based policy and advocacy strategy and operations. As a national 501c4 nonprofit, nonpartisan membership association for community health centers, ACH advocates to meaningfully influence federal public policy by harnessing the innovation and effectiveness of forward-leaning community health centers and systems.

ACH and its policy and advocacy initiatives are ambitious, nimble, and strategic in their design and approach in order to advance the delivery of health care to underserved populations and cultivate new opportunities to support patients and communities in need. The Director will be expected to have experience on Capitol Hill, in the White House, and/or in federal administrative agencies (or equivalent), be a self-starter, and have the skills, experience, and relationships to be a key leader in the government affairs function of the organization.

The candidate will be responsible for the timely development and execution of government relations strategies. This role requires experience with Congress and federal government agencies, political affairs, public policy, grassroots advocacy, management, and industry affairs. The Director of Policy and Government Affairs will report to ACH's Senior Vice President of Policy and Government Affairs.

RESPONSIBILITIES/DUTIES

- **Strategic Development:**
 - Work with SVP of Policy and Government Affairs, other ACH team members, and consultants to define the strategic direction of the organization's policy and advocacy objectives and the investments necessary to achieve those objectives.
 - Work with SVP of Policy and Government Affairs, other team members, and consultants to develop comprehensive strategies and campaigns meant to achieve specific organizational goals related to federal legislation, regulations, and other federal initiatives.
- **Strategic Execution:**
 - Proactively execute strategies to achieve high impact organization-approved federal advocacy goals, in coordination with team members and consultants. This includes direct lobbying, leveraging grassroots assets,

coordination with the internal communications team on communications tactics and collateral, engagement of external stakeholders, advocacy materials development, and other responsibilities as needed.

- **Congressional and Administrative Engagement and Relationship Building:**

- Develop, maintain, and strengthen relationships with key policymakers on a bipartisan basis, including but not limited to members of Congress and Congressional staff, administrative and regulatory officials and staff, and other leaders in the federal executive and legislative branches, with a key focus on those with jurisdictional influence over the Health Center Program and related programs and policies.

- **Writing and Other Communications**

- In a clear, strategic, and sensitive professional manner, draft communications collateral for a variety of relevant audiences, including ACH members, Congressional members and staff, Administration personnel, external stakeholders, and others. This includes regular policy updates, handouts, letters, op-eds, blog posts, and other collateral as needed, in coordination with the communications team, policy team, and consultants. In doing so, meet internal and external deadlines.
- Collaborate closely with ACH's communications and marketing team on communications products and collateral, ensuring close coordination between communications and policy.
- Assist SVP of Policy and Government Affairs with preparation of presentations to the Board, for relevant external conferences and convenings, and other events.

- **Policy Development and Analysis**

- Working with team members and consultants, develop policy positions to advance the interests of ACH and its members.
- Anticipate emerging government, public, or community/social issues of importance and position ACH to address those issues.
- Advance ACH's policy analysis and research working closely with SVP of Policy and Government Affairs and consultants.

- **ACH Events Planning & Execution**

- In collaboration with the SVP of Policy and Government Relations, internal team members, and consultants, play a leading role in the smooth

execution of ACH's Annual Member Meeting and Hill Day. This includes program development, identifying and preparing speakers, panel moderation, ACH member engagement, Hill Day planning, preparation, and scheduling, and other responsibilities as assigned.

- As needed, assist colleagues and consultants with the execution of other ACH convenings, including the annual Innovation Summit and periodic Learning Collaboratives.
- Lead execution of Hill-focused events, including strategically necessary Congressional briefings and occasional ad hoc Hill Days for ACH members.

- **Coalition Management, Stakeholder Engagement, and Thought Leadership**

- Manage ACH-led coalitions in coordination with consultants, including developing long-term strategy, drafting and socializing meeting agendas and policy goals, engaging with coalition members to ensure strong relationships and commitment to coalition goals, and overall ensuring the coalition's forward momentum and viability.
- Represent ACH on advocacy coalitions poised to drive the organization's policy objectives, ensuring ACH is a leading voice in relevant health policy conversations.
- Develop, maintain, and strengthen partnerships with relevant external stakeholders to advance ACH's value proposition and thought leadership positioning.
- Represent ACH as a speaker at external conferences and convenings as needed. This may require travel.

- **Other Duties**

- Play a leading role in running ACH's Political Action Committee, including executing PAC events and giving, maintaining records for compliance, developing long and short-term strategies, and engaging the PAC Board.
- Proactively seek opportunities to provide value to ACH members, including ensuring timely responses to member inquiries.
- Be responsible for ACH's compliance with the Lobbying Disclosure Act, including timely LD-2 and LD-203 filings and ensuring internal records are up to date.

QUALIFICATIONS

- 8+ years of experience developing, managing, and successfully executing advocacy, government relations, and/or public policy strategies/campaigns in a corporate, nonprofit, association, and/or Capitol Hill/Administration setting.
- Bachelor's degree required. Health policy background preferred. PAC experience a plus. Must be willing to register as a federal lobbyist.
- Leadership experience and the ability to effectively manage multiple projects or roles in a rapidly evolving environment is important for this role.
- The candidate should be a self-starter, thrive in a fast paced, nimble environment, and be able to navigate high-impact and complex situations.
- Professional presence and strong verbal and written communications skills, as well as public speaking and presentation skills.
- An eagerness to execute a hands-on approach to build credibility, relationships, and knowledge.
- The ability to persuasively communicate complex concepts into concise and credible messages at the highest levels of government and business, with a proven track record of delivering high-volume and high-quality work.
- A collaborative style, with the ability to offer creative pathways or alternative solutions both internally and externally.
- Excellent analytical and organizational skills.

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

Job Type: Full-time

Pay: \$125,000 - \$150,000

TO APPLY

Please send a cover letter and resume to info@advocatesforcommunityhealth.org.