JOB DESCRIPTION

Position Title: Director of Advocacy

Department: Executive  FLSA Status: Exempt

Reports to: Chief Executive Officer  Last Reviewed: December 2022

BASIC FUNCTION

Responsible for ADCES’ Advocacy initiatives including development and implementation of the Association’s public policy program, federal regulatory initiatives, and state advocacy priorities. In collaboration with the Chief Executive Officer and Association leadership, will drive direction of federal and state contract lobbyist and partners. Will build effective relationships with ADCES membership and volunteer leaders, members of federal and state legislatures and relevant departments of oversight/authority, key stakeholders, and corporate organizational partners. Reports to the Chief Executive Officer and interacts with Association leadership at the highest level, including providing reports to the Board of Directors and key committees, and attending quarterly BOD meetings. Provides collaborative oversight and direction to Administrative Coordinator supporting Advocacy Department activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Advocacy

- Provides leadership, program development, and management for federal and state policy and advocacy activities and initiatives. Responsible for identifying program components and strategies to achieve success.
Establishes sound working relationships and cooperative arrangements with ADCES’s industry and organizational partners, and advocacy/policy organizations.

Responsible for articulating ADCES’s positions and perspectives to key stakeholders. Effectively works with members to reach out to state and federal legislators.

In conjunction with the Director of Marketing and Communications and consistent with ADCES’s communication standards, disseminates policy updates/reports and publicizes advocacy activities.

In conjunction with the Science and Practice Department, review federal and legislative and regulatory policies, identify comment opportunities and prepare comments and responses on behalf of ADCES.

Develops strategy and tactics to drive ADCES’s Federal policy priorities and activities. Also develops strategies to support Coordinating Bodies (CB’s) in addressing state advocacy priorities.

Directs and manages the recruitment of ADCES volunteers via the state CBs to build and maintain a robust grassroots network.

In collaboration with Association leadership and relevant committees including the Advocacy Committee; provide leadership in developing overall organizational and budgetary plans for federal and state advocacy efforts on behalf of ADCES.

Identify and pursue opportunities to maintain and/or expand funding for advocacy-related activities like the Public Policy Forum. Coordinate with the Director of Corporate Development on advocacy-related funding opportunities.

Serve as the staff liaison to the ADCES Advocacy Committee.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- The ability to connect ADCES strategy and issues to policy. Comprehensive knowledge of both Federal and State legislative process required. Experience in legislative and/or government affairs.
- Skilled at driving strategies that support advocacy and policy.
- Experienced in the development and management of organizational and department budgeting.
- Excellent communication skills, including oral, written, and interpersonal. Public speaking is a component of this role.
- Ability to work with staff at all levels, interface with Board of Directors, and maintain external relationships in a professional and business appropriate manner.
- Must possess excellent organization skills, with ability to prioritize multiple and varied tasks within broad guidelines.
- Computer proficiency required, with ability to learn new software as needed.
EXPERIENCE/EDUCATION

- Bachelor’s Degree in relevant field required; Advanced degree preferred.
- Minimum of 5-7+ years of professional experience in public policy and local, state, or federal government affairs.
- Previous supervisory experience required.
- Experience in healthcare industry strongly preferred; with knowledge of professional associations a plus.

PHYSICAL DEMANDS

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Flexibility for overnight travel is required. Must be able and available to travel regionally and/or out of state as needed.

WORKING CONDITIONS

Majority of work performed in a general office environment. Position requires availability for extended hours, plus non-traditional hours to perform job duties. Also requires participation and attendance at organization sponsored events and meetings across the country.