

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION

Last updated: August 24, 2016
Position Title: Manager, Advocacy & Communications (Advocacy)
Supervisor: Vice President, Advocacy & Communications
Status: Exempt

SUMMARY

Carry out, for an assigned policy portfolio, NFPRHA's overall policy and advocacy goals. Advocate and educate Congress, federal agencies, NFPRHA members, and the public regarding family planning service delivery, structure and financing, as well as a broad range of family planning and sexual health issues.

KEY RESPONSIBILITIES

- Serves as a registered lobbyist.
- Develops, recommends, and implements legislative, regulatory, and policy strategies for an assigned portfolio relevant to NFPRHA membership, with a focus on protecting and expanding federal programs and funding that support the family planning safety net and maintain a robust, high-quality service delivery system.
- Organizes briefings, Hill education days, and other events to educate congressional staff, allies, and other key stakeholders on an array of issues that impact publicly funded family planning.
- Stays abreast of developments in health care financing and service delivery and participates in professional organizations and meetings to understand and, as appropriate, incorporate new information and approaches into strategic policy work.
- Analyzes legislation and federal regulations; prepares positions and comments on the impact of legislation and regulations on family planning services and systems.
- Works with NFPRHA colleagues to translate complex policy issues into messages and graphics for a wide audience.
- Drafts fact sheets, policy briefs, talking points, and other materials for an assigned portfolio.
- Assists NFPRHA members on a range of federal and state policy issues.

- Represents NFPRHA in provider/professional association groups; family planning and sexual health coalitions; and prevention coalitions.
- Identifies opportunities to expand and leverage coalitions, allies, and stakeholders.
- Tracks NFPRHA's Advocacy & Communications team's performance metrics.
- Enhances NFPRHA's presence and profile in DC and nationally.

EDUCATION AND EXPERIENCE

- Master's degree in public health, nursing or related field required unless candidate has Capitol Hill experience.
- Three years' successful track record of public policy experience. Capitol Hill experience in a legislative capacity preferred.

SKILLS AND ATTRIBUTES

- Strong interest in family planning and public health issues
- Readiness to adjust schedule to accommodate Congressional and regulatory calendars
- Demonstrated strategic thinking and analytical ability
- Solid problem-solving skills including identifying and recommending solutions
- Detail-oriented with strong follow-up skills
- Excellent oral and written communications skills
- Excellent grammar and proofreading skills
- Ability to think of creative solutions to problems; comfortable trying new tactics or strategies
- Ability to work well in a team environment and independently to achieve common objectives
- Ability to exercise sound judgment
- Ability to work with multiple projects, priorities and deadlines
- Proven ability to work collaboratively with others
- Good sense of humor and willingness to pitch in where needed
- Computer-literate
- Able to maintain confidentiality

SPECIAL CONSIDERATIONS

- Willingness and ability to travel to meet project/program requirements

How to Apply: Submit a cover letter and resume to hr@nfprha.org; please include "Advocacy & Communications Manager" in the subject line. No phone calls.