

National Family Planning & Reproductive Health Association

POSITION DESCRIPTION

Position Title: Vice President, Policy & Communications
Supervisor: President & CEO
Status: Exempt
Salary range: Target would be \$160,000

WHO WE ARE

National Family Planning & Reproductive Health Association (NFPRHA) is a membership organization that supports its members to advance and elevate the importance of family planning in the nation's health care system and promotes and supports family planning providers and administrators' work, especially those in the safety net. NFPRHA is committed to a diverse, equitable and inclusive culture across our organization, programs, and membership. They are the guiding principles in all that we do to eradicate racism in health care within marginalized communities.

SUMMARY

Directs and implements all aspects of NFPRHA's federal administrative, regulatory and congressional government relations, and organization-wide communications & marketing. Leads policy and communications strategy and assessment. Responsible for developing and managing staff within the program area. Serves on the senior staff team.

KEY RESPONSIBILITIES

- Develops and implements policy and communications activity and initiatives relevant to NFPRHA membership, with a focus on protecting and expanding federal funding for family planning and sexual and reproductive health services and maintaining a high-quality health care delivery system.
- Supervises, develops, and evaluates staff and consultants. Determines program-level workplan in alignment with NFPRHA's strategic priorities; ensures the quality and timeliness of all deliverables.
- Serves as a registered lobbyist to Congress and the executive branch.
- Engages regularly and collaboratively with NFPRHA members on communications and policy work; engages with the Board as appropriate and on an ongoing basis.
- Works with the President & CEO and program VPs to maximize knowledge and leverage information and relationships.
- Assists NFPRHA development staff to develop ideas for funders and preparing proposals/reports as needed. Monitors grant deliverables to ensure that program-related requirements are met.
- Identifies opportunities to gain allies and expand coalitions in support of NFPRHA's strategic goals.
- Enhances NFPRHA's profile in DC and nationally.

EDUCATION AND EXPERIENCE

- Eight years' experience in federal or state policy and/or strategic communications.

- At least five years' experience as a manager of staff and/or program oversight.
- Ideal candidate would have significant knowledge of family planning and sexual & reproductive health issues, and established relationships within health care or reproductive rights, health and justice (RRHJ).

SKILLS AND ATTRIBUTES

- Exceptional people management skills, including building effective teams and providing timely and comprehensive feedback
- Proven ability to work collaboratively with others
- Demonstrated strategic thinking
- Detail-oriented with strong follow-up skills
- Ability to exercise sound judgment
- Ability to work with multiple projects, priorities and deadlines
- Ability to make timely decisions
- Ability to supervise consultants
- Ability to think of creative solutions to problems; comfortable trying new tactics or strategies
- Commitment to confidentiality
- Excellent communication skills; experienced at presenting and training
- Excellent grammar and proofreading skills

SPECIAL CONSIDERATIONS

- Readiness to adjust schedule to accommodate Congressional and regulatory calendars
- Willingness and ability to travel about 10% of time, if public health circumstances permit

HOW TO APPLY

Submit a cover letter detailing how you meet each of the job requirements, a writing sample, and resume to hr@nfprha.org; please include "VP, Policy and Communications" in the subject line. No phone calls.