

POSITION DESCRIPTION

Senior Policy Manager

Summary

The Senior Policy Manager will serve as the primary legislative point of contact for the Legislative and Public Affairs Division (LPA). H/she works closely with LPA team to effectively communicate the organization's activities, positions and programs to HIV/AIDS coalitions, networks and various HIV/AIDS organizations, national, regional and local elected and public officials, especially Congress and some State Legislatures, and the general public. H/she will develop and implement NMAC's annual Legislative and Regulatory Priorities that include federal policy positions and strategy on a range of issues. The candidate will have a strong foundation and understanding of the intersection of HIV/AIDS prevention, research, treatment, substance use, housing, criminalization, etc. with the federal initiatives including the National HIV/AIDS Strategy, Patient Protection and Affordable Care Act, Ryan White CARE Act and Minority AIDS Initiative and other national policy and programmatic efforts; and they will be responsible for leading advocacy efforts with national and regional partners.

Responsibilities:

- Assist Director in prioritizing NMAC's legislative and policy priorities
- Assist Director with improving and sustaining NMAC's advocacy role,
- Assist Director with division and program budget development
- Assist Director with legislative and policy monitoring;
- Understand Congress and State legislative processes;
- Understand federal agencies rule-making authority;
- Understand HIV epidemiology and disproportionate impact on racial/ethnic communities, including impact on gender and sexual orientation.
- Understand HIV/AIDS prevention, research, treatment/care, housing, substance use, criminalization, financing, etc. legislative and policy efforts;
- Understand Medicaid and Medicare policies
- Understand the Ryan White CARE Act and HIV/AIDS programs;
- Understand the Patient Protection and Affordable Care Act and its implementation;
- Ability to translate complicated legislative and policy subject matter into effective policies and strategies to achieve NMAC goals;
- Ability to represent NMAC in meetings with Congressional, Administration and other federal policymakers and staff;
- Ability to articulate policy goals and direction of NMAC in a clear and concise manner;
- Ability to organize briefings (Congressional and Administration) and other events to garner visibility for NMAC's policy issues through presentations at conferences and meetings;
- Ability to cultivate relationships with federal and state level policy staff, researchers, other experts, and coalition partners;

- Assist with culturally appropriate input, development, review and editing of all NMAC outreach materials and media, including e-newsletters, press releases, advisories, fact sheets and background statements for NMAC constituents and stakeholders, where legislative and policy issues are being communicated;
- Assure synergy between all NMAC's programmatic activities and NMAC policy, advocacy and communication activities;
- Serve as a primary contact for Director of LPA on all Congressional, Administration, and other federal policymakers and staff;
- Assist with LPA development activities, prospect opportunities and development strategies to raise necessary resources to support advocacy efforts of NMAC's constituency;
- Ability to promote and safeguard NMAC values and priorities in meetings with existing and potential funding sources, federal agencies and partners;
- Ability to promote and work toward building leadership skills among staff and constituents to further their leadership development; and
- May perform other duties as assigned.

Knowledge, Skills, Abilities

- Strong interpersonal skills and ability to work in a diverse and multi-cultural setting (racial/ethnic, sexual orientation and gender), including persons managing mental health and substance abuse challenges and commercial sex work;
- Ability to take direction, work independently and be responsible for task deliverables within a team and possibly matrix management environment;
- Demonstrated experience in policy research and ability to develop written policy positions and effectively advocate them;
- Demonstrated project budget development/management;
- Demonstrated time management skills;
- Ability to multi-task and manage projects, maintain accurate and detailed records;
- Ability to work collaboratively with NMAC staff, constituents, and with government officials, agencies and other organizations;
- Ability to manage projects;
- Demonstrated potential for staff supervision given projects;
- Ability to be flexible, nimble toward LPA/NMAC needs; and
- Ability to maintain confidentiality.

Qualifications

- Master's degree in public health, public affairs, public policy or juris doctorate with a minimum of two years' work experience preferred;
- Bachelor's degree required with a minimum of four years' work experience or equivalent combination of 10 years' experience of progressive work experience in the corporate and/or non-profit communications and/or public/government affairs field;
- Understanding of health care reform, especially role of Medicaid;
- Understanding of health, social policy and HIV/AIDS and commitment to social change a plus;

- Knowledge of the federal budgetary, legislative, and regulatory process;
- Excellent and proven oral and written communication skills;
- Strong organizational and time management skills;
- Proven ability to analyze and solve problems and/or provide options for resolution;
- Proven ability to prioritize, meet multiple deadlines, and strong organizational skills;
- Knowledge of contract, budget, vendor management; and
- Knowledge in Advocacy, Grassroots Mobilization and role of Communications/Public/Media relations dissemination techniques and technologies.

National Minority AIDS Council (NMAC)

NMAC's mission is to develop leadership in communities of color to end the HIV/AIDS epidemic. NMAC represents a coalition of faith based and community based organizations as well as AIDS Service organizations advocating and delivering HIV/AIDS services in communities of color nationwide. Since 1987, NMAC has developed leadership in communities of color through a variety of public policy education programs, national conferences, research programs, capacity building, technical assistance and trainings, and digital and electronic resource materials.

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