



## **Associate Director, Policy & Advocacy**

### *Reports to the Vice President, Policy & Advocacy*

The Associate Director of Policy & Advocacy (Associate Director) supports the National Alliance for Caregiving (NAC) Advocacy Department with the aim to further NAC's vision of a society that values, supports, and empowers family caregivers—drawing on NAC's mission to build partnerships in research, advocacy, and innovation to make life better for family caregivers. A core component of NAC's work is to advocate for national level policy improvements across the aging, healthcare, disability, financial security, and social service sectors.

The Associate Director is responsible for implementing day-to-day activities related to advocacy and policy initiatives that align with NAC's organizational priorities. The Associate Director is responsible for developing and maintaining relationships with key Congressional offices, federal agencies, stakeholder organizations, and the National Family Caregiver Advocacy Collaborative (Advocacy Collaborative).

In addition, this individual will write policy briefs, fact sheets, calls to action, and other policy education related materials, coordinating with communications support and other team members as needed. The Associate Director may draft federal regulatory comments, Capitol Hill testimony, or other public-facing documents on behalf of NAC's leadership, including the President and CEO. As the role develops, the Associate Director may give public comments to media or make other public presentations on behalf of NAC as needed.

### **Key Responsibilities**

- **Build capacity for the NAC advocacy and policy program**
  - Maintain, support, and help expand the National Family Caregiving Advocacy Collaborative (Advocacy Collaborative).
  - Manage outreach efforts to Members of the U.S. Congress, federal agencies, and key stakeholders.
  - Develop working relationship with key leaders and policy makers, including but not limited to elected and appointed legislative 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 health care, aging services, caregiving services, and aging caregiving research.
  - Lead planning efforts for Capitol Hill events related to NAC advocacy initiatives, special projects, or research reports, including event planning and outreach to congressional offices and policy makers.
  - Implement NAC legislative and regulatory efforts.
- **Represent NAC externally and gather up-to-date policy intelligence**
  - Participate national coalition meetings as needed and report back to the NAC team on relevant policy issues.
  - Develop and compile a catalogue of advocacy materials for the NAC website under NAC's policy pillars, including recent copies of sign-on letters, and other key updates as needed.
  - With input from the Advocacy Collaborative and NAC team, draft and revise advocacy briefs, fact sheets, and other materials to support external coalition efforts.
  - Work with the NAC communications team to disseminate advocacy materials to the NAC network and other key stakeholders.
  - Draft electronic action alerts for e-mail, web, and social distribution.
  - Monitor current trends in caregiving legislation, regulation.

### **Qualifications**

- Bachelor's degree in public health, political science, health policy, or a related field.
- At least 5 years of experience in health policy, aging policy, non-profit advocacy or prior Capitol Hill experience is preferred.
- Superior written and verbal communication, including persuasive writing (such as public policy briefs).
- Proficiency with computers, including intermediate - advanced skills in MS Word, Outlook, Excel, and PowerPoint.
- Personal characteristics that indicate a good fit for NAC's small team, such as:
  - Optimistic - more likely to say, let's try this" than "this won't work" when things seem hard or unclear. Willing to work with the team to accomplish shared goals.
  - Respectful - of the communities we need to engage, team members with different strengths and abilities, and different nationalities or cultural background and values of NAC's staff, members, stakeholders, and others.
  - Invested - in the issues facing family caregivers and in the organization's work. Passionate about making change for caregivers and those they care

for, including older adults, people with medical complexity and special health care needs, and people with disabilities.

- Flexible - able to shift thinking and plans to accommodate new information and initiatives without losing sight of overall goals.

### **Compensation and Benefits**

- Annual Salary: \$80,000-\$85,000 (DOE)
- TIAA 403(b) Retirement: An additional 10% of your annual salary contributed on your behalf, no match required.
- Kaiser Permanente Health and Vision Insurance and Guardian Dental Insurance, with monthly employee contribution
- Life and Disability Insurance
- Monthly stipend for mobile phone usage
- Paid Time Off, accrued bi-weekly, pro-rated to 15 days annually
- Up to 5 Paid Sick Days (prorated to start date) immediately available
- Paid Federal Holidays and Winter Holiday (Office closed 12/24– 2/31)
- Paid Monthly WMATA SmartBenefits or paid parking up to \$130/monthly
- Flextime and hybrid, in-office/remote work available

Please send your resume and cover letter to [mike@caregiving.org](mailto:mike@caregiving.org)