

Job Description

Job Title	Government Relations Director		
Reports to	Senior Vice President Government Relations, Deputy General Counsel		
Effective Date	April 23, 2018	Manager of People	No
FLSA Status	Exempt	EEOC Class	5

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$12+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

The Government Relations Director will assist with advocacy efforts before the North Carolina legislature; monitor legislative and regulatory developments and work with team members and Association members to identify, respond to, and address issues of importance or concern to the Association. This position will serve as a liaison with the North Carolina General Assembly and Members of Congress to ensure NCHA Members are not only aware of the actions of our elected officials, but are able to successfully navigate through the advocacy process.

RESPONSIBILITIES

- Legislative Advocacy
 - The Director will be the go-to person for all legislative committee activities, including committee briefs and securing our member representatives with the appropriate healthcare knowledge for testimony opportunities.
 - Draft concise and accurate correspondence to the field with objective information.
 - Ensure timely and accurate production of all advocacy materials.
- Member Advocacy
 - Collaborate with the Member Advocacy Director in planning and executing advocacy missions.
 - Advise the Association on strategies to navigate through the advocacy and political process.
- Other Duties and Expectations
 - Collaborate and communicate in an environment that fosters teamwork which requires respect of the various skill sets each team member possess while meeting goals and deadlines.
 - Assist and coordinate with the Vice Presidents of Policy, Regulatory Affairs, and Communications to be a wholly engaged and productive team.
 - Project and coordinate strategically in order to advocate for the members.
 - Performs other tasks and duties as may be identified by the Senior Vice President or position itself.

MISSION/VISION/VALUES

- Embrace the NCHA mission and vision.
- Demonstrate the association's core values in all relationships, at all times.

INTERNAL RELATIONSHIPS

- Works closely with the Senior Vice President, General Counsel, Advocacy and Policy Team, and other NCHA team members to develop and implement education and advocacy strategies and to influence legislation and regulations that prepares Association membership for changes in the healthcare environment.
- Works well with other NCHA teammates. Demonstrates a service focused approach to their work and the work of others.

EXTERNAL RELATIONSHIPS

- Communicates frequently with elected officials and their staff, staff of various governmental and non-governmental agencies, members, and the general public.

EDUCATION AND EXPERIENCE

- Bachelor's degree, preferably in political science, finance, or business administration.
- Graduate level degree, preferably a law degree.
- Legislative or campaign experience preferred.
- Political Action Committee experience preferred but not essential.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office administration.
- Excellent interpersonal, communication, and computer skills.
- Ability to establish and maintain effective working relationships with co-workers and managers.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Requires travel & time spent at the NC General Assembly and state agencies in Raleigh,
- Frequent travel both in and out of state.
- Uses a computer throughout the workday.
- Professional presentation and flexibility to adapt to changing schedules.

Please send cover letter and resume to hr@ncha.org by Thursday, May 17th.

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, sexual preference, or other protected status.