

Job Description

Job Title	Policy Liaison		
Reports to	SVP, Foundation and SVP, Government Relations and Deputy General Counsel		
Effective Date	February 1, 2020	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, rehabilitative, behavioral, psychiatric and veterans' services. The association promotes improved delivery of quality and affordable health care in North Carolina through leadership, advocacy, information, and education in its members' interest and for public benefit by a team of 50 employees. NCHA achieves this work by maintaining a \$18M organization, which is funded by members' dues, grants, and a shared services company.

PURPOSE

This is a highly matrixed position that operates in fluid environment. This position works to influence and shape strategic policy changes that impact the care of patients in hospitals, health systems, and the communities that the NCHA membership serves. This position develops and leverages relationships at local, state, and national level to address health to address care delivery and system needs.

RESPONSIBILITIES

- Oversee the policy development process and implementation for the Association and Foundation, serving as the liaison among internal subject matter experts (SMEs), the Advocacy, Communications and Policy Department, and the North Carolina Healthcare Foundation.
- Advise on the strategies for policy change, including the use of internal stakeholder groups and Regional Policy Councils, as mechanisms to mine solutions for policy priorities.
- Equip colleagues, key stakeholders, and other partners with research, data, and talking points for key issues with state policymakers and officials.
- In coordination and collaboration with project leads and SMEs, translate Foundation projects, deliverables, and findings into policy recommendations and plan for implementation. This may include, but not be limited to, legislative and regulatory actions in alignment with policy objectives as identified by NCHA and NCHF leadership.
- Maintain relationships with key partners, coalitions, and policymakers with the focus on acting as a bridge to internal SMEs and members who can drive meaningful legislative and regulatory change to impact our members and patients.
- In collaboration with Association and Foundation leaders, assist with the development of policy priorities and execution with an emphasis on feasibility, practicality, and ROI for members and patients as directed by the NCHA Board of Trustees and the strategic plan.

- Support NCHA’s Communications team with messaging of positions, activities, and outcomes related to policy priorities and agenda.
- Report to Policy Development Committee as needed on various policy initiatives.
- In conjunction with subject matter experts, advise legislative team on “best case” policy solutions given political context and feasibility.
- Perform other tasks and duties as assigned.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association’s core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Collaborate with all NCHA departments, as appropriate, to execute related policy strategic objectives.
- Align NCHA policy strategic objectives with Foundation funder interests, when feasible.

EXTERNAL RELATIONSHIPS

- Interact regularly with NCHA members, NCHA and NCHF workgroups/advisory groups, government relations officers, the policy development committee and the NCHF Board in regard to policy interests and initiatives.
- Assist the development team with fostering relationships with current and potential funders, as well identifying opportunities for new projects.
- Maintain frequent communication with NC Department of Health and Human Services (DHHS) and its division leadership, as well as other state government agencies.¹
- Communicate regularly with state health and advocacy organizations.²

EDUCATION AND EXPERIENCE

- Master’s degree in related field preferred.
- Minimum five (5) years in public health, social work or related field, preferably healthcare related.
- Significant experience writing, managing and reporting on grants.
- Hospital and/or community-based clinical experience preferred.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal, communication, writing, and collaboration skills.
- Strong analytic, critical thinking and problem-solving skills.
- Ability to establish and maintain effective working relationships with colleagues, managers, members and partners.

¹ Includes the Division of Mental Health/Substance Abuse Services/Intellectual and Developmental Disabilities, the Division of Public Health, the Division of Medical Assistance, the Division of Social Services, the Division of State Operated Health Facilities, the Department of Justice, the Industrial Commission, and the Department of Public Safety, and the attorney general’s office

² Includes the Institute of Medicine, the Medical Society, the Pediatric Society, Disability Rights NC, the NC Justice Center, National Alliance on Mental Illness NC, and the NC Psychiatric Association

- Creative, well spoken, and articulate in order to effectively communicate with customers and to give presentations.
- Ability to work collaboratively with teams.
- Ability to manage and organize time effectively.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Use a computer throughout the workday.
- Requires frequent in-state travel.

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.