

Job Description

Job Title	Director of State Government Relations		
Reports to	Vice President, Government Relations		
Effective Date	August 1, 2022	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, 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 leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

The Director of State Government Relations 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.

RESPONSIBILITIES

- Legislative Advocacy
 - The Director works directly with the Vice President Government Relations as a key principle in the sharp-end effort for lobbying activities in the North Carolina General Assembly, to include coordinating activities with NCHA members, policy, grassroots, and communication staff.
 - Work with members and NCHA staff in the development of legislative strategic planning and assists in operationalizing those plans.
 - Covers legislative activity and work with NCHA staff in this process to ensure NCHA members are apprised of legislative meetings and activity.
 - Disseminates concise and accurate correspondence to NCHA members with objective information.
 - In coordination with Vice President, present information in a public forum when necessary.
 - Works with NCHA members and staff to ensure timely and accurate production of all advocacy materials.
 - Prepares communication directed towards the NCHA Board, members, and staff on legislative actions on a daily and weekly basis.
- Other Duties and Expectations
 - Collaborate and communicate in an environment that fosters teamwork which requires respect for the various skill sets each team member possesses while meeting goals and deadlines.

- Assist and coordinate with the Vice President of Communications and Senior Director of Policy Development 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 or assigned by the Vice President of State Government Affairs, or other members of the senior leadership team.

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: Respect. Integrity. Teamwork. Accountability. Perseverance.

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.
- Legislative or campaign experience preferred.

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.

COVID-19 VACCINATION POLICY AND PROCEDURE

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs

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, or other protected status.