

## Job Description

<b>Job Title</b>	<b>Director, State Government Relations</b>		
<b>Reports to</b>	Senior Vice President, NCHA & Interim Vice President, Government Relations		
<b>Effective Date</b>	Dec 1, 2023	<b>Manager of People</b>	Yes
<b>FLSA Status</b>	Exempt	<b>EEOC Class</b>	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 NCHA members to identify, respond to, and address issues of importance or concern to the association.

### **RESPONSIBILITIES**

- Work closely with the Advocacy and Policy team to organize and lead lobbying strategies and tactics in the North Carolina General Assembly, including coordinating activities with NCHA member government relations officers, to achieve legislative priorities as outlined by the Board of Trustees.
- Work with NCHA members and staff to develop legislative strategy and assist in operationalizing those plans.
- Monitor legislative activity to ensure NCHA members are apprised of legislative meetings and activity.
- Disseminate concise and accurate correspondence to NCHA members with objective information, including committee hearings, bill summaries, and bill analyses. This may require presentations to members or preparing materials for the NCHA senior leadership team.
- Work with NCHA members and staff to ensure timely and accurate production of all advocacy materials. This includes legislative one-pagers, media campaigns for specific issues and/or bills, and grassroots communications.
- Assist across teams, including policy development and financial services, to advise on the political context and associated strategies to achieve various policy changes. This may include participation in member-led committees on various healthcare policy issues such as hospital finance, behavioral health, and/or healthcare workforce.
- Work closely with contract lobbyists on NCHA legislative priorities.
- Coordinate NCHA opportunities for engagement in legislative hearings, including preparing NCHA executives or member executives to testify in legislative committees, engaging various

- subject matter experts to meet with legislators on specific topics, or provide coaching to team members and staff on legislator engagement.
- Assist with grassroots efforts including legislative briefings or member events for legislator engagement.

### **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 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 other related healthcare field.
- At least 5 years experience with legislative and executive branch staff and/or lobbying, North Carolina experience preferred.
- Experience with bill drafting, bill analysis, and state budget analysis 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.

*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.*