

Job Description

Job Title	Manager, Policy Development		
Reports to	Vice President, Policy		
Effective Date	9/1/2021	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 leverage the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared service.

PURPOSE

This position works closely within the Advocacy and Policy team to operationalize key policy priorities and tactics for the Association. This position supports policy development within the Association, coordinates policy topics through the pipeline, and provides support to Advocacy team members on legislative matters.

RESPONSIBILITIES

- Manage the development and regular updates of NCHA policy materials and resources for members, including annual legislative briefs and data.
- Research various healthcare policy topics as identified by the Advocacy and Policy team and communicate findings and recommendations. This may include policy priorities identified by leadership or responding to legislative issues such as filed bills or legislative requests.
- Provide support for various member-led committees focused on specific policy issues, including agendas, minutes, researching and analysis of various topics, and coordinating follow up activities. Committee topics include areas such as behavioral health, workforce, and timely transitions to post-acute settings. In addition, this position will assist with the development of materials for the NCHA Policy Development Committee, a board-appointed committee that oversees the policy development process at NCHA.
- Support drafting NCHA comment letters to federal and state agencies on various healthcare topics.
- Assist Advocacy and Policy team with in-person events to promote member engagement with legislators, lobby days, or other grassroots efforts as directed by senior leadership.
- In collaboration with Communications team, support development of NCHA content connecting to NCHA policy and legislative priorities.

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

- Works closely with the 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 hospital executives, government relations officers, and Executive branch staff, such as NC DHHS staff. Assists in crafting messaging for federal and state policymakers and general public.

EDUCATION AND EXPERIENCE

- Bachelor's degree, preferably in political science, finance, public health, or business administration.
- Legislative, grassroots advocacy, or health policy experience preferred, but not required.
- Experience managing projects involving multiple departments.

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.
- Ability to synthesize complex information into accessible material for readers with limited knowledge on a particular topic.
- Knowledge and/or openness to perform policy analysis and activities through a health equity framework.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Some travel required in 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.