

Job Description

Job Title	Vice President, Government Relations (State & Federal)		
Reports to	President & CEO		
Effective Date	07/01/2026	Manager of People	Yes
FLSA Status	Exempt	EEOC Class	1.2

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 services.

PURPOSE

Vice President, Government Relations (State & Federal) is responsible for developing and executing the NCHA's strategy on state and federal government affairs, legislative advocacy, and regulatory engagement. This role involves building and maintaining relationships with key state and federal government officials, agencies, and legislative bodies. The individual will monitor and analyze state and federal legislative and policy developments, draft legislation, and position papers, and represent the NCHA in legislative discussions. This role also helps lead brand/narrative creation and management and shapes public messages with established association goals and member benefits.

RESPONSIBILITIES

- Advise NCHA management, hospital government relations officers and the NCHA Board concerning the implications of federal and state legislation and regulations and provide strategic guidance on an appropriate course of action given a wide array of external and internal considerations.
- Be the point of contact responsible for monitoring and understanding all legislative committee activities, including committee briefs. Additionally, responsible for connecting our member's representatives possessing the appropriate healthcare knowledge to influence, inform, testify and represent the field as appropriate.
- Design and implement processes to anticipate and address imminent and future federal and state legislation and regulations of interest to the hospital and medical community. Coordinate analysis of changing trends and plan strategies to address those trends. Assist other team members in obtaining information from the association's resources for representation and advocacy purposes.
- Deliver oral and written reports to the Board of Trustees, NCHA management and staff, and NCHA members, especially in-house government relations, and communications officers, concerning the federal and state political landscape and the implications of proposed and

enacted legislation. Prepare and present information pertaining to government relations to member hospitals and affiliated groups as requested.

- Work collaboratively and serve as the principal point of contact with member hospital in-house government relations officers and communications officers to meet organizational objectives for all legislative and regulatory activities.
- Serves as staff lead for regular meetings of member government relations officers.
- Serves as primary contact for contract lobbyists at state and federal level.
- Design and implement processes to develop the NCHA's federal and state legislative, advocacy and regulatory agendas and develop strategies for the implementation of the agendas. Coordinate effective member meetings to accomplish advocacy development and objectives.
- Build and maintain a network of hospital executives, administrative team members, and trustees willing to engage in advocacy through developing positive relationships with elected officials and utilizing those relationships to educate elected officials regarding hospital and health system issues pending before Congress and General Assembly.
- Direct NCHA resources to NCHA member CEOs and/or their designated staff to keep members informed as issues develop, and to alert members to contact elected officials on specific bills or issues when appropriate.
- Assist with aspects of HOSPAC and any other program of campaign finance including fundraising, managing distribution of funds and compliance with all state and federal laws.
- Assist with the activities of a separate 501(c)(4) organization created for the purposes of helping the association achieve its legislative and communications objectives.
- Coordinate NCHA members' participation in NCHA and AHA-sponsored activities in Raleigh and Washington, D.C.
- Promote and lead effective relations with other trade and professional organizations, at the state and national level, particularly the American Hospital Association. Represents NCHA with these groups.
- Ensure written summaries of various regulatory issues are developed and distributed, coordinating with staff in the Advocacy, Policy, Finance, Communications and General Counsel's office as appropriate.
- Staff and/or appropriately delegate representation to all advocacy committees and task forces, and others as needed as assigned.
- Manage and direct a team of internal professionals and external consultants in the advocacy, government relations, and regulatory disciplines in support of the NCHA's federal and state advocacy agenda, strategic communications, and political engagement.
- Participate as a key thought-leader and influencer, working with SVPs, other VPs, Directors, and staff to set organizational goals and drive performance.
- Performs other tasks and duties as may be identified by the President & CEO.

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 President & CEO, General Counsel, Advocacy, Regulatory Affairs, Communications, Finance Policy and Policy Teams, and other NCHA team members to develop and implement education and advocacy strategies and to influence legislation and regulations that prepare association membership for changes in the healthcare environment.
- Works well with other NCHA teammates. Demonstrates a service-focused and collaborative approach to their work and the work of others.

- Carries themselves as a professional and sets the example for others – internally and externally.

EXTERNAL RELATIONSHIPS

- Has regular contact with legislators, legislative staff and others as needed to support the NCHA's advocacy and policy goals.
- Excellent understanding of the legislative and regulatory processes at the federal and state levels.
- Excellent research, writing, and analytical skills.
- Strong advocacy skills, with experience in engaging with lawmakers and government officials.
- Ability to communicate complex legal and policy issues clearly and persuasively.

EDUCATION AND EXPERIENCE

- Bachelor's degree, preferably in political science, finance, or business administration.
- Graduate level degree (public policy or law degree preferred).
- Minimum five (5) years of experience in government relations, preferably in a legal setting or as an in-house hospital government relations officer or working for a state or federal government agency with a focus on healthcare and/or hospital issues.
- Legislative or campaign experience preferred.
- Political Action Committee experience preferred but not essential.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of the legislative and regulatory processes at the federal and state levels.
- Excellent interpersonal, communication, and collaboration skills. Strong public speaking skills.
- Strong problem-solving skills. Systems thinker.
- Ability to establish and maintain effective working relationships with a broad constituency and stakeholder group. This includes teammates and internal and external leaders, supporters, and adversaries.
- Excellent research, writing, and analytical skills.
- Strong advocacy skills, with experience in engaging with lawmakers and government officials.
- Ability to communicate complex legal and policy issues clearly and persuasively.
- Strong organizational skills, with the ability to manage multiple projects and deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.
- Ability to establish and maintain effective working relationships with co-workers and managers.

WORK ENVIRONMENT, REQUIREMENTS, AND PHYSICAL DEMANDS

- Work performed mostly in a hybrid office environment, except during legislative session.
- Use technology throughout the workday.
- Requires travel & time spent at the NC General Assembly and state agencies in Raleigh and in Washington, DC.
- Frequent travel both in and out of state.

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.