

POSITION DESCRIPTION

JOB TITLE: Vice President of Public Policy
STATUS: Exempt
REPORTS TO: President & CEO
SUPERVISES: Director of Public Policy

POSITION SUMMARY

The Vice President of Public Policy is responsible for setting a strategic direction for the policy department at SWHR, and providing advice and counsel to the President and the team on the development and implementation of policy related goals and strategies. The VP will lead Policy Development, Government Relations, External Affairs and Stakeholder Engagement activities on behalf of the Society. The VP also develops and maintains collaborative relationships with government officials and other advocacy organizations to ensure the success of SWHR's policy programs and advocacy goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identifies emerging public policy issues consistent with SWHR's mission and oversees the development of SWHR's policy positions through interaction with other staff, relevant stakeholders, SWHR's Public Policy Committee, and Board of Directors
- Develops policy related program activities and oversees program requirements, which include working with accounting staff to prepare budgets, managing staff, and related communications needs on key deliverables of policy programs.
- Monitors federal and state legislation impacting women's health including proceedings and committee hearings on ongoing relevant issues and works with appropriate staff to communicate any relevant policy changes to appropriate audiences
- Identifies opportunities for testimony, briefings, and meetings on Capitol Hill and with federal agencies
- Supervises training and development of policy staff and performs annual evaluations of staff on timely basis
- Identifies potential witnesses and drafts testimony, committee reports, comment letters, and relevant documents for Congressional hearings, when appropriate
- Establishes and maintains key relationships with Members of Congress, Congressional committees, appropriate agencies, and their staffs to provide for timely and effective exchange of information
- Oversees and directs SWHR's overall policy communications to external stakeholders

- Identifies opportunities and prepares proposals for SWHR policy programs and collaborates with SWHR's Development staff to raise funds
- Provides analysis of legislative, and regulatory proposals to determine their effect on women's health and sex differences research
- Oversees the management of SWHR's coalitions and establishes and maintains collaborative relationships with coalitions, and other advocacy organizations' government relations representatives to advance SWHR's policy and advocacy goals. Informs staff of coalition activities, as appropriate
- Directs the writing of reports, newsletter articles, speeches, etc. and makes presentations on legislative and regulatory issues, as needed
- Works collaboratively with Development team on plans for policy programs and the writing of proposals and obtaining funding for those programs
- Works collaboratively with the science department to develop SWHR policy initiatives based on the scientific evidence and further advocacy goals related to sex differences and women's health research
- Works collaboratively with Communications staff to publicize policy department activities
- Other duties as assigned by the CEO

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- Bachelor's degree is required; advanced degree in public policy or other related field is preferred.
- A minimum of 7 years of government relations experience, in health related issues and development of public policy positions
- Demonstrated success managing government relations/advocacy efforts, policy analysis, programs and staff including budget preparation
- Ability to interact with high level government officials, Members of Congress and their staff
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to analyze and interpret financial data in order to coordinate the preparation of financial records
- Ability to work in a fast paced environment with changing priorities
- Ability to lead/manage others, as well as work independently
- Ability to communicate and make recommendations to upper management including effectively presenting information and responding to questions from peers and management
- Credible public presence and be articulate as a spokesperson for SWHR on the Hill
- Effective collaborator, able to establish and maintain effective working relationships with a variety of constituencies

- Leadership skills, including the ability to think and plan strategically in the context of organizational goals
- Demonstrated analytical, leadership, negotiation, organization, and problem solving skills
- Teamwork, collaboration, and open communication skills are required

ADA SPECIFICATIONS

- This is a largely sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10lbs.
- Must be available to work evening events and occasionally weekend sessions
- Must have reliable transportation for local travel to act as liaison