

## **POSITION DESCRIPTION**

**JOB TITLE:** SWHR Public Policy and Advocacy Manager

**STATUS:** Exempt

**REPORTS TO:** Chief Advocacy Officer

**Hybrid Position Based in Washington, D.C.**

### **ABOUT SWHR**

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments can affect women and men differently. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted.

Founded in 1990 and based in Washington, D.C., SWHR's mission is to advance women's health through science, policy, and education while promoting sex differences to optimize women's health.

### **POSITION SUMMARY**

SWHR is seeking a motivated, dynamic, and detail-oriented individual to join its policy team to assume the newly-created role of Public Policy and Advocacy Manager.

The Public Policy and Advocacy Manager will support SWHR's policy team to advance the Society's policy priorities, promote gaps and opportunities in women's health among key thought leaders and decision makers, and assist SWHR on policy programming. This position will play a key role in supporting SWHR's regulatory activities, strengthening SWHR's presence in policymaking spaces, and assisting with advocacy and communications functions.

In consultation with the Chief Advocacy Officer, the Policy and Advocacy manager will also have oversight responsibility for the SWHR Policy Advisory Council.

Experience in public health or health policy is necessary, as is familiarity with federal health policy or government affairs. Those with experience directly working for or with federal health agencies or Congressional offices strongly encouraged to apply. A background in science is preferred, but not required.

### **ESSENTIAL RESPONSIBILITIES**

#### Policy

- Track legislative bills and regulatory policies and provide recommendations to the Chief Advocacy Officer and updates to staff, as appropriate

- Maintain current knowledge of relevant regulations, including proposed and final rules related to women's health
- Prepare responses to relevant Requests for Information, in consultation with the Chief Advocacy Officer and President/CEO
- Review policy documents containing scientific information to ensure accuracy and relevancy
- Develop relevant policy communications, which may include memos, blog posts, policy comments, letters, or testimony
- Staff SWHR Working Groups as assigned and develop collateral in support of program goals

#### Advocacy and Coalition Work

- Maintain SWHR's Legislative Tracker
- Educate policymakers or members of the public about SWHR's policy activities and initiatives, in coordination with SWHR's Chief Advocacy Officer and Senior Manager of Communications
- Represent SWHR in various coalitions and monitor coalition activity and action for potential SWHR engagement
- Monitor, evaluate, and recommend participation in key advocacy campaigns being conducted by peer organizations

#### Communication, Administrative Tasks, and Programming Responsibilities

- Summarize scientific findings for relevant stakeholders
- Prepare summaries, position papers, and issue briefs, as necessary
- Prepare content for various communications platforms on policy updates, etc.
- Works across teams to ensure deliverables meet agreed upon milestones and deadlines
- Prepare monthly Policy Advisory Council newsletters and requested policy content for SWHR newsletters and correspondence
- Assist in planning and executing policy events, such as virtual and in-person roundtables, webinars, and congressional briefings
- Perform other duties as assigned by Chief Advocacy Officer

#### **QUALIFICATIONS, KNOWLEDGE, AND SKILL REQUIREMENTS**

- Bachelor's degree required, master's degree in public health, science, or related field preferred
- 3-5 years' employment with a successful track record in policy/advocacy or in a congressional or relevant agency office
- Knowledge of women's health
- Outstanding writing, editing, and research skills

The position requires a self-motivated individual who possesses excellent organizational skills (program management abilities will be a tremendous asset), a high level of

enthusiasm and initiative, diplomatic skills, and excellent written and oral communication and writing skills. The individual should also have a track record of working well with others and demonstrate characteristics, including integrity and respectfulness.

This team member shall have a high degree of intellectual curiosity, staying current in the health care space and up to date on issues affecting women's health research and the research enterprise broadly. Applicants should have a demonstrated ability to work independently and under pressure to meet deadlines, maintain confidential information, and show a high level of professionalism.

Willingness and ability to handle multiple tasks at one time is a must, as is experience communicating cross-functionally.

*To apply, please send your resume, cover letter (containing salary requirements), and a writing sample to [policy@swhr.org](mailto:policy@swhr.org).*