Position Description

Summary

The Director of Government Relations plans and executes a comprehensive proactive government relations strategy for the growing specialty of interventional radiology, with input and guidance from the SIR Government Affairs Committee, Health Policy & Economics Councilor, and the Executive Council. The Director has the overall responsibility for reporting on and monitoring federal legislative and regulatory developments, as well as representing the SIR before elected officials, regulators and policy makers.

Position Functions and Responsibilities

To perform this job successfully, each essential duty and responsibility must be performed satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Essential Functions and Responsibilities

• Monitor legislative and regulatory opportunities and risks for the organization and work with the relevant Committees and staff to formulate policy solutions.
• Prepare research and background materials on legislative and regulatory issues
• Supervise the Manager of Health Policy & Grassroots Advocacy.
• Advance SIR’s policy agenda by establishing and maintaining constructive and effective relationships with federal policymakers and influencers, legislative and regulatory, and other national medical specialty societies whose agendas synergize with interventional radiology.
• Collaborate closely with the Communications staff to promote the government relations policy positions and programs.
• Collaborate closely with Practice Development and Reimbursement staff to advance the practice needs of a dynamic specialty.
• Serve as the staff liaison to the Government Affairs Committee, the FDA Committee and the SIRPAC Board of Directors.
• Develop and implement strategic priorities for SIR’s Political Action Committee (SIRPAC) to maximize the effect of the PAC as it relates to SIR advocacy.
• Develop and maintain relationships with other medical associations, build and manage coalition activities on government and policy affairs issues as needed.

Secondary Functions and Responsibilities

• Maintain current knowledge of the Medicare payment system and how it affects the practice of interventional radiology.
• Maintain current knowledge for the Food and Drug Administration processes and policies and how they affect the practice of interventional radiology.
• Support the Practice Development and Economics staff in establishing and communicating policy positions on Medicare coverage, facility and physician payment, and health payment reform issues.
• Attend meetings of the AMA House of Delegates and the American College of Radiology (ACR) House of Delegates. Serves as staff liaison to the SIR’s AMA and ACR Delegates.
• Monitors policy communications and issues from other medical and surgical specialty societies.
Knowledge, Skills and Abilities

- Excellent communication and organizational skills are essential. Candidates must be detail oriented. Must be able to manage multiple priorities and meet tight deadlines.
- Proven ability to plan and execute a comprehensive, proactive government affairs strategy that advances SIR’s mission and goals with local, state, and federal officials.
- Ability to forge effective cross-functional teams and working relationships, both internally and externally.
- Ability to proactively identify issues in government affairs and policy arenas and propose effective resolutions for them.
- Attention to detail, organizational skills, and follow-through.
- Strong leadership skills aimed at ensuring interdepartmental collaboration and timely completion of tasks.

Education:

- Bachelor’s Degree required.
- Advanced degree, including JD, preferred.

Experience:

- Minimum of 3-5 years of previous health care government affairs experience.
- Must have lobbying, regulatory, membership advocacy, or Hill experience.

Working Conditions/Physical Requirements:
Small, fast paced open office environment with moderate noise levels. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars. Requires general mobility to move through the facility. Ability to lift up to 25 pounds. Frequent interaction with internal staff and physician members/board via phone, in person, email and other mediums. Normal sitting and standing activities for an office environment. Some travel involved.

*This position description should not be construed to imply that the requirements are the sole standards for the position. Incumbents are expected to perform all other duties as required. Please sign below to acknowledge receipt of position description and responsibility for reviewing this document.*