Manager, Health Policy, PAC & Grassroots Advocacy

Position summary

The Manager, Health Policy, PAC & Grassroots Advocacy is responsible for managing the day-to-day functions and activities related to government affairs and political advocacy, including the SIR’s Political Action Committee (SIRPAC), the Grassroots Leadership Training Program, and grassroots communication and engagement.

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

- Build and manage the SIR Grassroots Advocacy Network of member physicians throughout the US that can be mobilized to advocate for SIR health policy and advocacy positions at the local, state, and national level.
- Host regular Grassroots Advocacy Network webinars to educate and mobilize network members on SIR policy positions, advocacy activities, and calls to action.
- Plan, manage, and support two Grassroots Leadership Training workshops per year for selected members, including Hill visits.
- Assist Director of Government Affairs in managing SIRPAC, organizing political activities to align with advocacy goals and foster member engagement in advocacy.
- Build and maintain relationships with key Congressional members and staff and attend fundraisers in coordination with Director of Government Affairs.
- Maintain the SIRPAC website by updating news, issues, advocacy calls to action, donor listings, and periodic donor appreciation profiles.
- Distribute SIRPAC funds as directed by the SIRPAC Board of Directors and the Director of Government Relations.
- Serve as the key contact for members with health policy and advocacy inquiries.

Secondary functions and responsibilities

- At the direction of the Director of Government Relations:
  - Support lobbying efforts, as needed;
  - Research and track legislative and regulatory issues of interest to SIR;
  - Prepare issue briefs, talking points, comments, statements, testimony and policy statements on health legislation and regulations;
  - Design and implement issue advocacy campaigns in coordination with Marketing and Communications staff as appropriate;
Support staff liaison activities to the Government Affairs Committee, FDA Committee, SIRPAC Board of Directors
Manage and ensure the timely execution of the activities of SIRPAC.
Assist SIR members who attend SIRPAC events with travel arrangements and travel reimbursement.

- Develop and maintains relationships with government affairs staff at other medical specialty societies, as needed.
- Monitor and act as a staff liaison to various health care associations, coalitions and organizations, as needed.
- Assist in preparing the Government Relations budget annually. Manage the Grassroots Advocacy program within budget.
- Participate in or lead interdepartmental staff teams to review existing or recommend new internal policies, as needed.

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.
- Ability to multi-task and successfully manage several projects simultaneously
- Ability to work effectively in cross-functional teams and working relationships, both internally and externally
- Knowledge of federal and state government operations and the legislative process.
- Knowledge of the political and election process.
- Knowledge of federal and state regulatory agency operations and authority

Education:
- Bachelor’s Degree required.
- Advanced degree desirable.

Experience:
- 1-3 years previous experience in government affairs in a health care related field highly desired.
- Previous experience with a medical specialty society or trade association is desirable.
- Experience with Political Action Committees and/or grassroots activity preferred.

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.