Job Title: Director of Policy and Advocacy
FLSA Status: Full Time, Exempt
Reports to: CEO & Executive Director

The Center for African American Health is a community-based nonprofit organization dedicated to improving the health and well-being of African Americans. The Center works toward health equity for the underserved African American community by offering culturally competent health education and outreach that empowers community members to overcome the root causes of health problems, maximize their own individual health and access health and support services.

The Director of Policy and Advocacy will be responsible for the execution of community informed strategies designed to advance health equity and safety net public policy priorities. The Director of Policy and Advocacy reports to the CEO and Executive Director and will conduct research, perform analysis, and provide support in evaluating and establishing organization positions on key public policy initiatives. The Director of Policy & Advocacy will lead grass tops and grassroots advocacy initiatives, lead outreach to key organizations, represent CAA Health in high visibility coalitions and conferences, and support the overall mission of CAA Health.

Primary Roles and Responsibilities

▪ Lead CAA Health’s state legislative and regulatory advocacy strategy, in consultation with the CEO and Executive Director, and Board of Directors, including analysis and tracking of health care legislation, rules, and other policy issues, and develop the organizational advocacy agenda
▪ Manage advocacy and community organizing staff
▪ Develop position statements, fact sheets, letters, testimony, and other written documentation as needed
▪ Develop strategies and work plans to advance the policy priorities of the organization
▪ Develop and maintain effective relationships with key allies, coalitions, organizations and across state agencies as appropriate to implement CAA Health’s advocacy agenda
▪ Develop the annual CAA Health policy agenda, in partnership with the CAA Health Executive team, Board of Directors and community partners
▪ Serve as expert on health policy issues related to the Black/African American Community and the medically underserved
▪ Convene meetings and provides support to CAA Health’s staff, leads in planning CAA Health’s annual state Policy & Issues events
▪ Attend and represent CAA Health at various stakeholder meetings
▪ Inform CAA Health leadership about issues as they arise and provides regular updates on the status of projects

Requirements/Qualifications

▪ Bachelor’s degree required. Graduate degree in social work, public policy, law, or another related field preferred
▪ A minimum of five years of experience in the fields of health, social service, community development, public policy, or public administration

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- A strong commitment to social change and racial justice, a familiarity with the issues that are central to CAA Health’s work and a passion for CAA Health’s vision and mission
- Commitment to excellence and high standards
- Passion, enthusiasm, focus, creativity, and a positive outlook
- Excellent written and oral communication skills
- Strong organization, problem-solving, and analytical skills
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Ability to work both independently and as a member of a collaborative leadership team
- Proficiency in entire MS Office Suite and Google Docs
- Experience with community networking and resource building
- Willingness to be flexible with work schedule/some evenings and weekends required
- Excellent public speaking and presentation skills
- Strong writing skills, and ability to convey information in a clear, and concise manner
- Demonstrated leadership experience working with families, coordinating events, and leading groups
- Demonstrated ability to work with persons and groups of diverse racial, ethnic, and economic backgrounds and forge strong relationships
- Personal qualities of integrity, credibility, and dedication to the mission of The Center

**Salary Range**

$75,000 - $85,000

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**How to Apply**

Qualified candidates are encouraged to apply. Please submit a cover letter, resume and writing sample to the following email address and include Director of Policy and Advocacy in the subject line: careers@caahealth.org. No phone calls please. All applications must be submitted electronically – none will be accepted in person. More information about The Center for African American Health can be found on our website at www.caahealth.org

The Center for African American Health is an equal opportunity employer. We do not discriminate on the basis of race, color, religion (creed), gender or gender expression, age, national origin (ancestry), disability, marital status, military status or sexual orientation in any of our activities or operations.