



### **POSITION DESCRIPTION**

<b>ORGANIZATIONAL ROLE:</b>	<b>Policy Manager</b>
<b>DEPARTMENT:</b>	<b>Policy and Advocacy</b>
<b>Reporting Relationships:</b>	<b>Reports to the Senior Director, Policy and Advocacy</b>

### **POSITION OVERVIEW**

*The Children's Health Fund (CHF) Policy Coordinator/Manager is responsible for assisting with all aspects of the CHF policy and advocacy agenda at the city, state and federal level. Successful candidates will be creative and entrepreneurial thinkers, mission driven, a strong writer and producer of analytical content, and a proven project manager and collaborator. This role reports directly to the Senior Director, Policy and Advocacy under CHF's National Programs Department.*

*Recruiting and retaining a diverse and high achieving group of team members who bring fresh insights from all backgrounds to the advocacy, policy, programmatic, research, administrative, and communications work that we do is fundamental to CHF's mission.*

### **PRINCIPAL ACCOUNTABILITIES**

#### **Policy and Advocacy**

- Contribute to the preparation and implementation of the CHF advocacy agenda and strategic policy initiatives.
- Manage and coordinate planning and execution of advocacy deliverables at the city, state and federal level.
- Coordinate and manage special projects/initiatives, as assigned.

#### **Research, Analysis and Communications**

- Prepare periodic status reports on recent child health policy research data, trends and public policy implications to inform the development of organizational policy positions and platforms.

- ❑ Work with the Research, Evaluation and Learning team to prepare white papers and policy recommendations for research briefs.
- ❑ Contribute to and develop content for CHF platforms including social media, website, emails, op-eds, legislative visits, blogs as well as talking points for senior staff.
- ❑ Contribute to CHF thought leadership by helping to coordinate the organization's advocacy communication activities – this includes preparing statements and talking points for public relations opportunities including op-eds, press events/meetings, legislative visits, and community events as needed.

### **Project Management**

- ❑ Serve as the principle coordinator for structuring and tracking deliverables for major advocacy/policy initiatives and funding proposals, specifically in the areas of child health research, policy and advocacy.
- ❑ Collaborate with other National Programs teams (including the National Network, Healthy and Ready to Learn, and Research, Evaluation and Learning) to executive cross-programmatic initiatives and deliverables.
- ❑ Coordinate policy briefings, roundtables, forums and other events both in Washington, DC and nationally.
- ❑ Support the development, planning and execution of the CHF Spring Advocacy Conference.
- ❑ Coordinate/Manage execution of the National Network Advocacy Forum virtual meetings.
- ❑ Coordinate relationships with external coalitions and research and policy institutions to facilitate support for CHF activities.

### **QUALIFICATIONS**

- ❑ Bachelor's degree required. Graduate degree in public policy or health policy a plus.
- ❑ Strong writing and analytical skills.
- ❑ Demonstrated project management and organizational skills, including attention to detail and the ability to multitask.
- ❑ Strong interpersonal skills and a team player.
- ❑ Background in and understanding of the policy and political landscape at the city, state and federal level a plus.
- ❑ Mission driven
- ❑ High achieving
- ❑ Collaborative
- ❑ Entrepreneurial
- ❑ Intellectually curious

## **ADDITIONAL INFORMATION**

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse and inclusive work environment.

Salary commensurate with experience. The Children's Health Fund offers an excellent compensation/benefits package.

## **HOW TO APPLY**

If interested, please send your resume and cover letter (including salary requirements) to [resumes@chfund.org](mailto:resumes@chfund.org).

**No phone calls, please.**

For further information on our programs, please visit our website [www.childrenshealthfund.org](http://www.childrenshealthfund.org) and check out the Healthy and Ready to Learn Resource and Training Center website, [www.hrl.nyc](http://www.hrl.nyc)