



Advocacy. Action. Answers on Aging.

Position Description

Director/Manager, Public Policy & Advocacy

The National Association of Area Agencies on Aging (n4a) seeks a mid-level, full-time policy professional to join our advocacy department. n4a represents the 618 Area Agencies on Aging and 246 Title VI Native American aging programs in the U.S., which provide millions of older adults with much-needed services that make it possible for them to remain in their homes and communities for as long as possible.

This is a great opportunity for a policy professional who is:

- ready to make a significant contribution in a small organization with a great mission;
- able to work independently but as part of a well-coordinated, very busy team;
- interested in developing or deepening their aging policy expertise; and
- focused yet flexible.

Reports to Senior Director, Public Policy and Advocacy, n4a

Responsibilities

- Under the leadership of the Senior Director, PPA, plays a vital role in all of n4a's policy and advocacy efforts, including but not limited to policy development, issue advocacy, policy communications, grassroots advocacy, legislative affairs and event planning.
- Manages the tracking of n4a's priority public policy issues. This includes policy research, analysis and development; extensive monitoring of the health and long-term services and supports policy world; and employing strategic and creative thinking to advance n4a's mission.
- Contributes to the development of n4a's policy positions and annual policy priorities.
- Develops particular expertise on several of n4a's priority issues.
- Represents n4a in staff-level meetings on Capitol Hill and manages the data collection and recording functions of all government affairs efforts.
- Actively engages with n4a members to support grassroots advocacy, monitor emerging issues and advance n4a's policy agenda.

National Association of Area Agencies on Aging

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- Represents n4a in coalitions and other external meetings. Establish and maintain strong working relationships with n4a members, national partners and other outside groups.
- Plays the lead role in the development and implementation of annual two-day policy conference in the spring. Duties involve content development, marketing and logistics.
- Contributes as needed to the overall smooth functioning of n4a's office and the advocacy team. Cross-team duties may include support of n4a's annual conference and tradeshow, developing newsletters or website/social media content, administrative work or other duties as assigned.

Requirements

- Bachelor's degree required, Master's preferred
- 4-7 years of experience working for a national advocacy organization or association and/or in a Congressional office
- DC-based work experience in policy or advocacy
- Excellent communication skills, both oral and written
- Thorough understanding of federal legislative and regulatory processes
- Attention to detail and follow-through, even in a fast-paced environment
- Self-starter with proven organizational and time management skills
- Excellent interpersonal skills with demonstrated ability to work as part of a team and build external relationships
- Ability to translate policy and reports into an easy-to-understand format
- Interest in "going deep" on aging issues; requires passion for learning new information daily
- Able to travel up to 10% of the time, including up to 6 days attending n4a's annual conference in the summer

Desired

- Educational or work experience in aging, health policy (i.e., Medicaid and Medicare), long-term services and supports, disability policy, transportation, human services or related issues
- Passion for n4a's mission of helping older adults age in place and maintain their health and independence for as long as possible

Benefits

n4a is an equal opportunity employer. We offer an excellent, comprehensive benefit package, including health and dental insurance, a retirement plan, vacation and sick leave, and more.

Application Procedure

Submit cover letter, resume and salary requirements/history to jobs@n4a.org. Close date: February 14, 2014. *Given the size of our staff, we regret we will not be able to respond to all applications and cannot respond to phone calls.*