Position: Senior Director of External & Political Affairs

Department: Public Affairs

Employee in Position: VACANT

Reports To: Executive Vice President, Public Affairs

Scope: F/T, Exempt, Permanent

Date: May 2015

☐ Yes  ✔ No  This position is subject to a pre-employment criminal background and/or financial history background check

Position Summary:

The Senior Director of External & Political Affairs serves within the Public Affairs Department and provides political and policy expertise to help shape the association's external affairs, communications, and positioning. The role oversees stakeholder engagement and grassroots operations and is expected to proactively identify opportunities to advance AHIP's strategic priorities. The position will work closely with senior leaders in the department who oversee earned media and strategic communications.

Specific Responsibilities:

- **Third Party and Ally Development Strategy:** Supports AHIP's advocacy activities on industry priorities by developing and maintaining strategic partnerships and relationships with third party stakeholders and allies. This includes building coalitions and mobilizing stakeholders, gathering intelligence on key legislative and regulatory priorities, and serving as AHIP's representative for outside coalitions and groups. The position also is responsible for maintaining and executing a giving strategy to third parties and stakeholders and must be able to operate within a budget. The role involves close coordination with AHIP’s other advocacy areas and requires working closely with senior leaders in Federal Affairs, State Affairs, Clinical Affairs, and Policy and Regulatory Affairs.

- **Political Strategy:** Plays an integral role in assessing the political landscape to identify threats and opportunities, providing in depth political analysis, and engaging key national political allies, on a bipartisan basis, to advance industry priorities. This includes helping the Executive Vice President of Public Affairs with public opinion research projects and messaging support for industry political allies. The Senior Director of External & Political Affairs will also support the development of executive-level speeches and presentations as it relates to environmental analysis and will frequently report on the political landscape during conference calls with member companies and through other communication channels.
• **Grassroots:** Proactively identifies and develops integrated grassroots and grasstops strategies to support the association's advocacy priorities. The position will work closely with vendors and consultants to actively manage grassroots efforts on multiple fronts at a given time. The position supervises the Deputy Director of Public Affairs and is responsible for maintaining all grassroots assets, including websites, social media profiles, and other communications content. The position is also responsible for keeping member companies informed of grassroots activities through presentations at in-person meetings and on conference calls as well as through email updates and memos.

• **Policy Communications:** Supports the Public Affairs Department's role in providing counsel on policy matters, including by serving as counsel on the association's research pipeline, the rollout of reports, and the development of messaging relating to specific policies. Represents Public Affairs at committee and workgroup meetings, provides updates on behalf of the department, and proactively identifies opportunities for broader engagement.

• Performs other duties and special projects as assigned.

**Supervisory Responsibility:**

• This position includes management of one member of the External & Political Affairs team.

**Skills:**

• Demonstrated success in building external relationships with third party groups.
• Possesses strong organizational and communication skills.
• Familiarity with health care policy issues.
• Strong oral and written communication skills, including a comfort with public speaking and presenting to groups.
• Ability to work well under pressure, to meet deadlines, and to prioritize a large number of tasks.
• Ability to work across the organization with a wide range of colleagues, maintaining a team-orientated approach.
• Maintains a professional demeanor.
• Detail-orientated.

**Experience:**

• 5-7 years of political campaign and/or Hill experience
• Experience in grassroots
• Communications or media experience a plus

**Education:**

• Bachelor’s degree from 4 year college or university.

**Certification Requirements:**

• None.
Significant Work Activities & Conditions

- Continuous sitting for prolonged periods more than 3 consecutive hours in an 8 hour day.
- Keyboard use of greater or equal to 90% of the workday.

Percent of Travel

10-15%.

The purpose of a job description is to describe the overall function and general responsibilities of a job. Job descriptions are used in hiring and training and to provide employees with a better understanding of employer expectations. Actual job functions and duties will vary as job responsibilities and business needs require.

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regard to race, color, age, disability, religion, sex, sexual orientation, gender identity, national origin, or status as a protected veteran

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Interested candidates must send resume, references and a cover letter that includes salary requirements to: hr@ahip.org or mail to:

America’s Health Insurance Plans (AHIP)
ATTN: HR Dept/PASDEPA
601 Pennsylvania Avenue, NW
South Building, Suite 500
Washington, DC 20004