Job Opportunity
Manager, Government Affairs
Washington, D.C.
September 2017

The National Office of The ALS Association is recruiting for a Manager, Government Affairs who will report to the Vice President, Public Policy and work closely with the Public Policy team. The successful candidate will have a key role in the overall development and implementation of all aspects of legislative and regulatory matters. This is a full-time exempt position that will be based in the national headquarters of The ALS Association in Washington, D.C.

Core duties and responsibilities include the following. Other duties may be assigned.

• Develop and implement advocacy campaigns to move/enact legislation as assigned. This includes but is not limited to: researching issues; securing meetings with decision makers and participating in coalitions.
• Craft a full range of policy materials including statements, testimony, letters and legislative updates.
• Analyze legislative proposals, determine the potential impact on people living with ALS and recommend a plan of action.
• Provide input to strategic decisions that affect the functional area of responsibility.
• Track interactions and relationships with members of Congress and staff in a data base.
• In concert with Director of State Advocacy and Outreach, plan and draft advocacy alerts and updates, talking points and supporting materials on issues. Update legislative matrix used to track all legislation of interest.
• While primary focus is Congress, some initiatives may involve advocacy with Administration officials and broad familiarity with regulatory process.
• Work in close coordination with Care Services team to identify issues of concern for people living with ALS.
• Collaborate with the Communications team to prepare news releases, materials for website, social media and electronic newsletters.
• Provide staff support for the Public Policy Committee and other committees and/or task forces as assigned.
• Work with Chapters and ALS Leaders as appropriate on advocacy.
• Support planning and implementation for annual National ALS Advocacy Conference and annual Fly-in and other meetings.
• Manage staff efforts to ensure that all elements of the Advocacy website are up to date.
• Convey a professional and positive image that reflects favorably on the ALS Association.

Education and Experience
• Bachelor’s degree from four-year college or university or two to four years related experience preferably within the patient advocacy community, government or the equivalent combination of education and work experience.
• Two to three years of work in health care government affairs - preferably for a nonprofit association.
• Proficient computer and internet research skills are a must.
• Experience tracking and monitoring legislation and regulations.
• Ability to travel on Association business as required or requested.
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- Detail oriented and strong organizational skills required. Capable of handling diversified assignments and highly adaptable.
- The ability to work well in a fast-paced environment interfacing with all levels of management and volunteers, health professionals, patients and families as well as government officials and staff.
- The ability to communicate effectively, problem solve and collaborate well with others individually and as part of a team.
- Experience in project management including managing a budget.
- Excellent written and oral communication skills. Self-starter, requiring little supervision.

Qualified and interested candidates please submit your cover letter, resume and salary history to:

jobs@alsa-national.org

The ALS Association endeavors to make www.alsa.org accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please call 202.464.8831 or email onlineaccommodations@alsa-national.org. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.

The ALS Association is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. For our EEO Policy Statement, please click here.

AA/EOE