



POSITION AVAILABLE

Job Title: Director of Federal & State Affairs
Reports to: Program Team Leader
Location: Washington DC or San Francisco preferred
Posted: **November 20, 2013**

Purpose and Description:

The Director provides leadership of Project Inform's federal and California public policy and advocacy initiatives to respond to the hepatitis C epidemic. He or she also coordinates with members of the Program Team to assist with the identification, development and implementation of key policy and advocacy initiatives to address HIV. The Director designs and implements grassroots organizing strategies in support of policy goals. He or she serves as a member of the agency's Program and Communications Teams.

Essential Functions:

Leads Project Inform's policy efforts to heighten the Federal and California response to the hepatitis C epidemic, and serves as the agency's primary advocate in this area. Activities may include developing and implementing an advocacy agenda regarding HCV testing, linkage to care and treatment, health care and treatment access, health care reform, syringe access and appropriations.

Provides leadership of CalHep (California's hepatitis C grassroots advocacy coalition) to pursue policies and educational initiatives that will heighten the response to hepatitis C by the State of California.

Coordinates with members of the Program Team, particularly the Director of Health Care Policy, Director of Treatment and Research Advocacy and Hepatitis C Education Manager, to identify and pursue specific Federal and California goals related to HIV/AIDS. This may include testing, linkage to care and treatment, health care and treatment access, Ryan White issues, health care reform, prevention and appropriations.

Develops and maintains relationships with elected officials, their staff, government administrative officials, and other policy advocates and advocacy coalitions in order to advance Project Inform's Hepatitis C policy agenda.

Designs and implements grassroots strategies, including advocacy events such as rallies and lobby days, and writing/disseminating Action Alerts.

Provides training and workshops on policy issues and advocacy strategies.

Implements strategies to evaluate the efficacy of Hepatitis C policy and community advocacy development efforts.

Assists with the development, implementation and evaluation of the agency's programs and services as a member of the agency's Program Team.

Assists with the development and implementation of the agency's communications strategies as a member of the Communication Team. Supports Project Inform's communications by developing articles for agency publications, website and social media platforms and policy-related press releases.

Supports agency budget development, and supports the Development Department to secure funding for policy related programs and services.

May supervise department staff, interns, and volunteers.

Other duties as assigned.

MINIMUM QUALIFICATIONS: Three years of demonstrated leadership and accomplishment in public policy and/or advocacy work in a health related field.

TO APPLY: Email a CV or resume, and a cover letter describing health related policy and/or advocacy accomplishments, to dvangorder@projectinform.org. Inquiries regarding the position can also be emailed to this address. Deadline for submission is December 13, 2013.