



## **POSITION DESCRIPTION**

**Position Title:** Senior Manager, Health Equity  
**Salary Range:** Commensurate with experience  
**Location:** Washington, DC  
**Reports To:** Director, Policy and Health Equity

### **Purpose and Description**

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The Senior Manager, as part of NASTAD's Health Equity Team, plays a vital leadership role in expanding the organization's capacity to address health inequities by bridging sexual health policy and programmatic activities focused on achieving health equity among women and all populations disproportionately impacted by HIV/AIDS and viral hepatitis. The Senior Manager initiates, leads and recommends action steps in order to strengthen state and local health department capacity to implement culturally competent, relevant and effective programming with a particular focus on women and girls. The Senior Manager also actively participates in coalition activities and collaborative endeavors to promote the role and capacity of health departments and act as a bridge between health departments and the federal, state and local communities. The Senior Manager develops guidance, issue briefs and fact sheets that advance the priorities of health departments, including advancing the goals of the National HIV/AIDS Strategy, the Affordable Care Act and the Centers for Disease Control and Prevention's focus on high impact prevention. The Senior Manager is charged with working across NASTAD programs to develop strategic, collaborative and innovative efforts that integrate national and state policy opportunities with public health programs aimed at increasing health equity. The ideal candidate will be a self-starter who works with minimal direction, able to design and execute projects, and have exceptional communication skills and policy/advocacy acumen.

### **Essential Functions**

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- Participate in strategic discussions and recommend innovative and/or science/research-based steps in addressing the epidemic among women, girls and racial and ethnic minority communities;
- Assist, in conjunction with domestic programs staff, in the overall implementation of strategies and programs in order to achieve NASTAD's priorities;
- Identify new opportunities to partner with relevant national organizations and coalitions and pursue new relationships with non-traditional partners working on HIV/AIDS issues among women, girls and other disproportionately impacted populations;
- Participate in discussions and recommend strategies and activities to increase the prioritization of women and girls, particularly Black/African American women among NASTAD members;
- Assess state health department technical assistance and program development needs in order to help strengthen state/local health department HIV/AIDS programs for women and racial and ethnic minority communities;

- Represent NASTAD in appropriate meetings and collaborations with coalition groups, Congressional staff and federal partners;
- Research and develop NASTAD newsletter articles, fact sheets, issue briefs and web-based communications;
- Attend and represent NASTAD at conferences;
- Collaborate with NASTAD's Policy and Legislative Affairs Team on program-specific needs related to policy and advocacy;
- Interact with and respond in a timely manner to the needs of NASTAD members; and
- Perform other duties as assigned.

## **Minimum Requirements**

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### **Skills/Knowledge**

- Excellent written and oral communication skills;
- Demonstrated leadership skills;
- Understanding of the legislative process;
- Ability to multitask while maintaining a strong attention to detail;
- Ability to execute independent judgment, organize and execute work with minimal guidance and meet established deadlines in a fast-paced, high output environment;
- Knowledge of HIV prevention and care issues affecting women and other racial and ethnic minority communities;
- Demonstrated ability to implement culturally competent and relevant programs;
- Ability to lead and work in teams;
- Proficiency in Microsoft office applications; and
- Skills in public speaking and technical assistance delivery.

### **Experience/Education**

- Bachelor's degree or higher in public policy, public health or related fields or qualifying experience; and
- Minimum of three (3) or more years of progressively responsible work experience related to health care policies and programs.

### **Visual Acuity, Hearing, and Speaking**

- Excellent verbal and written command of the English language.

### **Environment and Scheduling**

- Interest in working with an HIV/AIDS public health organization;
- Interest in working within a diverse work environment; and
- Willing to travel as needed (approximately 10 percent of time).

### **Physical Effort and Dexterity**

- Not applicable.

## **Employer's Statement and Rights**

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This job posting does not list all the duties of the job. You may be asked by supervisors or managers to perform other duties. The employer has the right to revise this job posting at any time. The job posting is not a contract for employment, and either you or the employer may terminate employment at any time, for any lawful reason.

This position is classified FLSA non-exempt.

## **How to Apply**

Qualified candidates should apply by e-mail only to [HumanResources@NASTAD.org](mailto:HumanResources@NASTAD.org). Subject line should read "**Senior Manager, Health Equity**" only. A cover letter, with salary requirements, and resume should be attached (pdf or Word). Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interviews will be contacted. NO PHONE CALLS in reference to this position will be accepted.