

## **GOVERNMENT RELATIONS MANAGER**

Trust for America's Health (TFAH), a leading public health policy, research and advocacy organization, has an opening for a Government Relations Manager with a focus on infectious disease prevention and other public health issues. The Government Relations Manager will be responsible for developing and managing the legislative, federal oversight and regulatory strategy on a range of priority issues related to infectious disease as well as federal appropriations that impact public health and prevention.

The Government Relations Manager also works with other teams at TFAH to help develop related policy recommendations and reports and collaborates with partner organizations. This individual will work closely with Government Relations colleagues to cultivate and maintain relationships with key Congressional and Administration staff; draft background documents, testimony, hearing questions, and other advocacy documents; and represent TFAH and its positions in both public and private meetings.

TFAH is a non-profit, non-partisan organization that promotes optimal health for every person and community and makes the prevention of illness and injury a national priority. Some focus areas at TFAH include public health funding, public health preparedness, obesity, health equity, substance misuse and suicide, and population health. Examples of TFAH reports and related materials are available at: <http://www.tfah.org>.

### **Ongoing Responsibilities**

1. Cultivate and manage TFAH's legislative and regulatory activities related to issues impacting infectious disease prevention and other prevention and public health related issues.
2. Develop and advance TFAH funding priorities, and closely monitor the budget and appropriations process, including drafting appropriations backgrounders, testimony, hearing questions and report language.
3. Help to develop strategy for TFAH's policy priorities, including public health funding.
4. Organize and attend relevant Congressional and Administration meetings, hearings, issue briefings and related activities in order to advance TFAH's agenda.
5. Work with Congressional staff, coalition partners, and other stakeholders to draft legislation and regulatory comments in support of TFAH's priorities.
6. Initiate and maintain relationships with members of Congress and their staff and executive branch officials to provide input into priorities and to build support for TFAH priority issues in Congress and the Administration.

7. Conduct research and prepare background materials, advocacy documents, testimony, regulatory comments, hearing questions, and external correspondence to policymakers.
8. Provide input into drafting of Government Relations section of narrative reporting requirements for TFAH grants.
9. Establish and maintain a network of contacts with other organizations and coalitions, building partnerships to advance policy goals.
10. Work with the Communications team on relevant reports and products, helping to craft the content with regard to legislative, programmatic and/or policy recommendations and providing information on key relevant government programs, policies and funding.
11. Organize and manage Congressional briefings pertaining to issue areas assigned.
12. Other duties and tasks as assigned.

### **Minimum Qualifications**

1. Bachelor's degree in public health, political science, public policy or related field (Master's degree preferred).
2. Three to five years of direct federal legislative and regulatory experience. Capitol Hill or federal advocacy experience preferred, and background in public health is a plus.
3. Thorough working knowledge of the federal legislative and regulatory process.
4. Excellent communication skills (interpersonal, written, and verbal), including public speaking.
5. Ability to understand research and present complex concepts to audiences with little scientific background.
6. Excellent organizational skills, the ability to think logically, and pay close attention to details.
7. Ability to organize and partner with grassroots and professional constituencies in support of policy goals.
8. Ability to work both independently and with a team with confidence and reliability.
9. Knowledge of the use of technology and information systems to build broad-based support for priority issues.

**Supervision**

This position reports to the Director of Government Relations. Salary and title commensurate with experience and qualifications.

**To apply:** Applicants should submit a cover letter and résumé to [esarfo@tfah.org](mailto:esarfo@tfah.org). Please, no calls or faxes.

*Trust for America's Health is an equal opportunity employer. Learn more about us at [www.tfah.org](http://www.tfah.org).*