



Position Title: Director of Policy and Advocacy

Department: Policy and Advocacy

Reports to: Executive Director

FTE: 1.0 FTE

Location: Washington, DC required

Organization Summary:

The Association of Asian Pacific Community Health Organizations (AAPCHO) is a national association of community health organizations serving Asian and Pacific Islander populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of Asian Americans, Native Hawaiians and Pacific Islanders (AA&NHPIs) within the United States, its territories and freely associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible and culturally and linguistically appropriate to the people we serve.

Position Summary:

The Director of Policy and Advocacy is a member of AAPCHO's executive team, and leads the development and implementation of the organization's policy and advocacy agenda at the federal level.

Responsibilities include, but are not limited to:

- In collaboration with the Executive Director, develop, direct, and implement AAPCHO's federal public policy agenda.
- Advance policy goals with key policymakers in the legislative and executive branches including, but not limited to, the White House, Department of Health and Human Services, Health Resources and Services Administration, Centers for Disease Control and Prevention, Centers for Medicare & Medicaid Services, and Members of Congress and their staff.
- Monitor and analyze activity in Congress and in the executive branch including legislative and regulatory activities that impact AA&NHPI serving health centers and AAPCHO's mission and vision.
- Communicate with Members of Congress, and their staff through in-person meetings, briefings, written communications, and phone calls.
- Communicate with agency officials through in-person meetings, briefings, written communications, and phone calls.
- Collaborate effectively with diverse stakeholders and a national network of partners working to address issues that impact AA&NHPIs, as well as lead working groups with key stakeholders to advance policy and advocacy goals.
- Write testimony, regulatory comments, fact sheets, press releases, op-eds, and other policy and comms-related documents.
- Serve as a resource for AAPCHO members and partners on federal public policy issues and advocacy.
- Supervise a policy associate/other policy staff in-person and/or remotely.

- Provide top-level policy issue area education, feedback and review for AAPCHO staff, including to Director of Development and Public Affairs to ensure organization's external communications and outreach is accurate and representative of AAPCHO's policy positions
- Participate in AAPCHO executive team and staff meetings, Board of Directors' calls and meetings, and strategic planning activities.
- Assist with management of Washington, DC office operations.

Required Qualifications:

- Bachelor's degree or higher with a minimum of five years' experience in legislative and/or administrative health-related public policy advocacy and/or a combination of relevant experience and education.
- One-two years' supervisory and management experience;
- Expertise in policy advocacy in at least one health policy issue important to AAPCHO, such as payment reform, immigration, population health, language access, or health care access, and a track record of informing health policy through research and policy analysis;
- Demonstrated experience working with government agencies, legislative bodies, and coalitions.
- Demonstrated experience successfully designing and implementing health care and/or public health policy and advocacy campaigns.
- Strong connections with key policymakers on public health and health care policy, including individuals in federal agencies and departments, as well as Members of Congress and their staff.
- Preference for extended experience with community health centers and health center networks, particularly primary care associations, HCCNs, and NACHC.
- Ability to collaborate effectively and build consensus with diverse stakeholders, including a national network of non-profit, government, corporate, and other partners
- Excellent research, writing, and analytical skills and the ability to use data in shaping policy messages.
- Outstanding written and verbal communication skills with ability to present ideas and information to a variety of audiences.
- Ability to lead meetings, deliver presentations, and represent AAPCHO to external audiences.
- Good decision-making and organizational skills, as well as close attention to detail.
- Self-directed/self-starter with ability to manage multiple projects simultaneously.
- Personality suited for working in a small organization where teamwork and resourcefulness are highly valued.
- Demonstrated experience working with diverse populations.
- Ability to travel to events and meetings outside of the Washington, D.C. area (5 – 10%).
- Passion for addressing issues that impact the AA&NHPI community.
- Comfortable working in a fast-paced environment; and
- Has a good sense of humor.

Preferred Qualifications:

- Master's degree in public health, public policy, public administration, or health services.
- Knowledge of health center issues, and prior work experience in a health center.
- Personal experience with challenges affecting the AA&NHPI community, including language access and cultural awareness issues.
- Experience developing innovative strategies and creative solutions to address the needs of diverse, marginalized, and underserved communities.

Application Procedures:

Send resume to: Hiring Committee:

PolicyDirectorHiring@aapcho.org

Or

AAPCHO
Policy Director Hiring
101 Callan Avenue, Ste. 400
San Leandro, CA 94577

Interviews will be granted according to the qualifications of the applicants. AAPCHO is an equal opportunity employer.