

## **POSITION DESCRIPTION**

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**Position Title:** Director of Advocacy

**Reports to:** Executive Vice President

### Position Summary

As a registered lobbyist, this position is responsible for managing the legislative and regulatory advocacy efforts of the New Hampshire Medical Society (NHMS), reporting directly to the Executive Vice President (EVP). Represents NHMS at various functions and events, and may be called upon to represent the EVP. This position also may have shared management responsibilities as determined by the EVP.

### Primary Responsibilities

- Produces position papers, talking points and testimony at the direction EVP with input from the NHMS Officers, Council, Committees and Task Forces.
- Arranges physician testimony, including writing the testimony and preparing the physician(s) for such, on key bills of interest for NHMS.
- Researches topics and prepares testimony, and may testify, for public hearings on legislation, executive branch policy and administrative rules.
- Coordinates grassroots physician efforts on specific issues; including individual legislator or government official contacts, events and mailings.
- Fosters and maintains professional and cordial relationships with: state and federal legislators and legislative staff; executive branch officials and staff; other state medical associations, AMA officials and staff; other professional and trade associations; as well as citizen and advocacy groups.
- Drafts legislation and amendments, as well as correspondence for the EVP and Officers as directed.
- Maintains up-to-date legislative reports and files; including hearing schedules.
- Creates, coordinates and maintains issue-specific coalitions as needed.
- Provides staff support for NHMS Task Forces and Committees as needed.
- Attends meetings and monitors statutory and regulatory policies.
- Prepares Supports the preparation of weekly NHMS updates for members, covering current NHMS activities.
- Serves as Executive Director of the New Hampshire Eye Society, facilitating two business meetings per year and as Administrator of the New Hampshire Eye PAC.
- Serves as staff assistance for New Hampshire Physicians PAC, coordinating campaign donations with New Hampshire Eye PAC and other state physician PACs as appropriate, and with the EVP in making recommendations to the American Medical PAC (AMPAC).
- Other duties as may be assigned; and adherence to NHMS policies and procedures.

### Contacts

The incumbent generally has contact with:

- NHMS members and volunteer leaders
- New Hampshire specialty society members and leaders
- New Hampshire and federal legislators, executive branch officers and staff
- Other NHMS staff members, contracted consultants and vendors
- Representatives and staff from other organizations

### Freedom to Act

The incumbent performs the work of the position with broad policy direction from the Executive Vice President (EVP), and has responsibility and authority to complete such policy. The incumbent has freedom to propose innovative and creative projects and implement and direct work plans to achieve policy and operational goals. Further, latitude is given to determine the approaches, procedures and methodologies for accomplishing work.

The incumbent is guided by NHMS policies and priorities established by the NHMS Council and EVP, and in consultation with the other staff members as needed. The incumbent's work is reviewed to see that the desired results area achieved within the desired organizational characteristics.

### Education, Experience, Skills and Knowledge Qualifications

Knowledge typically acquired through:

- A Bachelor's degree (or related experience), in business, marketing, liberal arts or a related field, advanced degree in law or public policy preferred.
- Two or more years of related professional experience preferably on the staff of an association or non-profit organization.

Scope and depth of technical skills/knowledge:

- In-depth knowledge of and relationships with members of New Hampshire General Court and executive branch policies and procedures, with two or more years of health care policy issue experience preferred.
- Proficient with word processing, spreadsheet and association database programs, including Microsoft Access.

Scope and depth of non-technical skills/knowledge:

- Demonstrated success at and commitment to facilitative leadership skills and a creative approach
- Demonstrated ability to achieve consensus when opposing viewpoints are presented
- Demonstrated ability to coordinate and complete work under pressure and time constraints
- Excellent writing, oral and interpersonal skills
- Work with minimal supervision
- Have excellent inter-personal skills which will contribute to a productive work environment
- A personal commitment to customer service is expected

### Travel

Travel will be required and may include weekend travel as determined by the Executive Vice President. Night meetings and other after-hours meetings will be required.

### Disclaimer

This description is intended to provide an overview of the responsibilities and duties of the position. It is not all inclusive. The incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.