JOB IDENTIFICATION

Job Title: Director of Advocacy and Government Relations

Grade: 15 FLSA: Exempt

Department: Legislative, Regulatory and Scientific Affairs

SUPERVISORY RELATIONSHIPS

Reports to: Vice President, Legislative, Regulatory and Scientific Affairs and COO of The Plastic Surgery Foundation

Supervises: Government Affairs Associate

BASIC FUNCTION

The Director of Advocacy and Government Relations will develop advocacy and government relations strategies, oversee implementation and coordination of those efforts to and achieve the public affairs goals of the society. The director will be responsible for fostering, supporting, and expanding the society’s relationships with national, state, regional, and local governmental and non-governmental organizations that can strengthen the society’s ability to deliver public educational and research programs in support of its mission.

ESSENTIAL DUTIES

- Formulate, implement, and maintain infrastructure for the development, administration, management, of government relations to support the organizational goals of ASPS and The PSF.
- Develop, implement, and maintain effective communication networks to membership as well as with coalitions and state organizations.
- Working with his/her own staff develop specific state organization deliverables and facilitate and monitor state organizational progress and performance relative to organizational structure and annual plans and objectives.
- Develop and implement a strategic advocacy support system that supports local level advocacy and outreach efforts and are consistent with state and federal advocacy efforts and priorities.
- Coordinate all state grassroots activities regarding legislation supported or opposed by the ASPS and engage in capacity building for the purpose of conducting grassroots advocacy campaigns.
American Society of Plastic Surgeons
Job Description

- Provide strategic government relations information to the Vice President of Advocacy, the chair of the Government Affairs Committee, chair of PlastyPAC and the chair of the Council of State Affairs.
- Serve as the staff liaison for appropriate state coalitions, and serve in active leadership roles in selected coalitions as well as be responsible for implementing effective media advocacy campaigns in support of policy goals.
- Ensure that communication with internal and external audiences is frequent, timely, and effective.
- Work with external federal consulting firm and the PlastyPAC Board of Governors, develop giving plan that is integrated with overall government affairs/public affairs strategy.
- Serve as the primary lobbyist before state legislatures and other state and local legislative or regulatory entities.
- Ensure compliance with federal election commission and state level reporting requirements.
- Develop and oversee execution of state and federal strategies.
- Consult with Marketing and Executive Vice President to develop strategy around state and regional society annual meetings.

Oversee the following efforts:
- Track bills of interest to the PMA during legislative session through signing period.
- Identify, recruit, train, support, mobilize and provide consultation to Affiliate volunteer committees and task forces in the state.
- Identify events, meetings, conferences and other opportunities for recruiting and mobilizing volunteers.
- Regular state advocacy updates to the Affiliate staff newsletter and other communications vehicles as appropriate.
- duties as needed.

OTHER DUTIES

Other duties as assigned

POSITION QUALIFICATIONS

Education: B.A./B.S degree in a relevant field (education, business, public policy, communications, etc.) required; advanced degree a plus;

Experience: Five to seven years demonstrated experience in education/workforce advocacy/public policy, community organization/mobilization, communications, and/or grassroots advocacy tactic development and implementation; sustained successful leadership of collaborative projects;
demonstrative extensive professional achievement; previous supervision of staff or coordination of project teams desirable; some experience in event creation and management.

Demonstrated competence and experience: Fluent in organizing state- and local-level advocacy efforts. Exceptional written and oral communications skills, adaptable to a wide array of needs and opportunities; demonstrated interpersonal skills; can work effectively on teams and task forces; demonstrated knowledge of local, state and federal government initiatives, activities and structures.

Certifications: N/A

COMPETENCIES

Communication
Communicates well (written and verbal), delivers presentations, has good listening skills

Decision Making
Able to reach decisions, takes thoughtful approach when considering options, seeks input from others, makes difficult decisions

Employee Development
Offers feedback, coaches employees appropriately, rewards employees wisely, takes mentoring role, challenges and develops employees, offers opportunity

Problem Solving
Strives to understand contributing factors, works to resolve complex situations

Project Management
Monitors status of projects, thoroughly deals with project details, holds project owners accountable, delivers clear, accurate depiction of status

Use Sound Judgement
Makes timely and sound decisions; makes decision under conditions of uncertainty.
PHYSICAL DEMANDS

Manual Dexterity: Physically operate routine office equipment, such as telephones, computers and copier.

Physical Effort: Required to lift boxes, files up to 25 lbs.

Working Conditions: Most work done in office, use of computer and telephone for discussion with members, staff. May be required to travel to sites other than the organization’s main office. Work overtime as required.

Hazards: No known exposure to hazards.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Applicants should send resumes to mosaic2016@aol.com or call 630.968.6169.