



MANAGER, LEGISLATIVE AFFAIRS
Government Affairs and Policy Division
Washington, DC

POSITION SUMMARY:

The Legislative Affairs Manager within the Government Affairs and Policy Division represents the policy and programmatic interests of NRHA with the U.S. Congress, the White House, federal agencies, and other relevant non-governmental organizations.

This position offers an excellent opportunity to be part of a leading organization committed to increasing access to quality health care for people living in rural areas across the country. It requires knowledge of the U.S. Congress; excellent verbal, organization, written, analytic, and interpersonal skills; and the ability to perform independently in a fast-paced environment under general supervision.

The start date for this position is Fall 2024. This position is based in Washington, D.C.

PRINCIPAL RESPONSIBILITIES AND DUTIES

The position responsibilities will focus on four key areas: advocacy, policy development, coalition building, and member relations and communications. Specific activities may include:

- Assist with the development, implementation and promotion of NRHA’s annual policy agenda and legislative strategy.
- Establish and maintain liaisons with Members of Congress and their staff on issues related to rural health.
- Establish and maintain regular contact with key committees and coalition/caucus
- Work with MOC on rural health legislation, including development, tracking, and passage.
- Lead engagement around legislative hearings, including tracking, question and messaging development, testimony, and communications.
- Support efforts of NRHA policymaking, including the Government Affairs Committee and Rural Health Congress.
- Assist with connecting NRHA members with federal policymakers.
- Coordinate and host the monthly Rural Health Policy Roundtable breakfast.
- Assist with developing and coordinating the annual NRHA Policy Institute agenda, invitations, and communications with attendees. Assists with implementing and organizing the event.
- Provide technical assistance and communications to NRHA members on legislative and advocacy efforts
- Support the NRHA Chief Policy Officer in research and policy development, presentations, document creation etc.
- Spearhead areas of interest to rural health providers, patients, and communities.

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50 F. St., N.W., Suite 520

Washington, DC 20001 | 202-639-0550



QUALIFICATIONS

Competitive candidates must possess: a degree attained in public health, health policy, political science, health administration or other health-care-related discipline; and experience or working knowledge of federal and state health programs (especially Medicare/Medicaid) and health policy. Background working in, or around, Congress, either as congressional staff or as an association representative. Must have excellent communications skills, including writing, editing, and public speaking. Must be a team player, but also the ability to work independently without on-site supervision and meet deadlines.

ORGANIZATIONAL INFORMATION

NRHA is a non-profit membership organization with tens of thousands of members that provides national leadership on rural health issues. Our membership includes nearly every component of rural America's health care, including rural community hospitals, critical access hospitals, doctors, nurses, and patients. We work to improve rural America's health needs through advocacy, communications, education, and research.

<https://www.ruralhealth.us/>

SALARY AND COMPENSATION

The salary range is commensurate with work experience and education level. A competitive benefit package is offered.

Salary Range: \$52,000- \$62,000

Reports to: Chief Policy Officer

FLSA Status: Exempt

Location: The position is located in Washington, D.C. Occasional travel (less than 10%) may be required. The position will involve a mixture of in-office and remote work.

Please send resume and cover letter to:

Carrie Cochran-McClain, NRHA Chief Policy Officer, ccoehran@ruralhealth.us

The Association is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, sex, religion, or national origin.

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