

Job Announcement **Director of Public Policy**

The Minnesota Association of Community Health Centers (MNACHC) is a non-profit membership organization of Minnesota's 17 Federally Qualified Health Centers (FQHCs). The FQHCs provide primary medical, dental, and behavioral health care services to nearly 200,000 low-income Minnesotans throughout the state.

MNACHC works on behalf of its members and their patients to promote the cost-effective delivery of affordable, quality primary health care services, with a particular emphasis on meeting the needs of low income and medically underserved populations. To learn more about MNACHC, visit mnachc.org.

Job Summary

The Minnesota Association of Community Health Centers (MNACHC) has a current opening for a **Director of Public Policy**. The position directs and administers the Association's public policy agenda established by the Board of Directors and the Chief Executive Officer. Highlights of the position responsibilities include:

- Develop the Association's annual state legislative agenda
- Support the National Association of Community Health Centers (NACHC) legislative and advocacy efforts.
- Represent the Association before state and federal elected and non-elected officials
- Participate in state and federal health care payment and system delivery reform efforts
- Monitor and analyze state and federal legislation and the impact on Association members
- Assure public policy incorporates health care equity.

Reports to: Chief Executive Officer

Hours: Full Time

FLSA Status: Exempt

Key Responsibilities

The Director of Public Policy leads MNACHC's public policy efforts - including federal, state, and local legislative and administrative/regulatory areas.

Key responsibilities include the following:

1. *Legislative Monitoring and Analysis*
 - a. Track and monitor proposed legislation of interest to MNACHC members on the federal, state, and local levels.
 - b. Assess and communicate to MNACHC staff and members the impact of proposed legislation on Health Centers in Minnesota.

2. *Policy Agenda*
 - a. Staff the MNACHC Government Relations Committee
 - b. Lead the development of MNACHC's annual state legislative agenda
 - c. Support the National Association of Community Health Centers (NACHC) federal policy agenda.
 - d. Participate in policy coalitions supporting the mission of MNACHC and its members.
3. *Administrative/Regulatory Monitoring and Analysis*
 - a. Track and monitor proposed federal, state, legislative, and local regulations that impact MNACHC members.
 - b. Solicit from MNACHC members the impact of proposed regulations and provide Association comment to regulatory bodies.
 - c. Assess and disseminate to members changes to state and federal billing requirements, particularly for the Medical Assistance ("Medicaid) and Medicare programs.
4. *Payment & Delivery Reform*
 - a. Monitor and assess state and federal health care payment reforms – both public and private
 - b. Participate in state and federal payment reform task forces, committees, or workgroups
5. *Advocacy*
 - a. Represent MNACHC before the Minnesota Legislature and US Congress
 - b. Communicate the policies and positions of MNACHC as they pertain to possible or pending legislation
 - c. Conduct in-person meetings with elected state and federal officials
 - d. Conduct in-person meetings with administrative/regulatory state and federal officials
 - e. Plan and execute MNACHC's annual "Day on the Hill" activity in Minnesota and Washington, DC
 - f. Coordinate advocacy efforts with other organizations with similar purposes and goals
 - g. Coordinate advocacy efforts with state and federal contract lobbyists
 - h. Participate in external committees in matters of public policy
6. *Communications*
 - a. Update MNACHC staff and membership on state and federal legislative and administrative/regulatory developments
 - b. Provide updates to MNACHC member Boards of Directors on state and federal legislative developments
 - c. Lead the mobilization of advocacy efforts on the state and federal levels
7. *Collaboration and Relationship Building*
 - a. Develop and maintain relationships with state and federal elected officials and staff
 - b. Develop and maintain relationships with state and federal administrative/regulatory staff

Qualifications

1. Education and Experience
 - a. Prefer JD or Master's degree in public health or public administration or equivalent
 - b. At least two years of experience in legislative analysis, government affairs, advocacy, and direct regulatory experience
 - c. Previous working relationship with Community Health Centers/Federally Qualified Health Centers (FQHCs) or other safety-net setting preferred
 - d. Previous policy experience incorporating community perspective, particularly experiences related to health or social equity

2. Knowledge, Skills, and Abilities
 - a. Knowledge of the state and federal legislative processes
 - b. Knowledge of health care policy and finance, with an emphasis on the areas that impact health care safety-net providers
 - c. Knowledge of social drivers of health
 - d. Knowledge of Community Health Center/FQHC regulatory environment
 - e. Ability to read, analyze and interpret legislative proposals and statute
 - f. Ability to read, analyze and interpret regulatory proposals and rules
 - g. Ability to write reports, business correspondence, publications, press releases, and legislative/regulatory inquiries and responses.
 - h. Ability to effectively communicate information and respond to inquiries from Association members, elected officials, government agencies, and the media
 - i. Excellent interpersonal skills and ability to work with a small team
 - j. Provide expertise in support of MNACHC staff in non-public policy areas

Travel Requirements

Occasional state and national travel required. Must have a valid driver's license.

Work Hours

The position is a full-time, 40 hours per week position. The role will require some evening hours, likely during the state legislative session.

Application

To apply, send your cover letter, resume and a sample of your writing (preferably on a policy issue) to both Jonathan Watson (jonathan.watson@mnachc.org) and Brittney Dahlin (brittney.dahlin@mnachc.org). Please include "Director of Public Policy" in the subject line of your e-mail.