

## **Policy and Program Associate/Senior Associate Job Description**

Global Policy Solutions (GPS), a social change strategy firm based in Washington, D.C., seeks an experienced team member to manage health policy program efforts. As a member of the Global Policy Solutions team, the policy and development program associate/senior associate will also work on behalf of the Center for Global Policy Solutions (CGPS), a nonprofit dedicated to making policy work for people and their environments, and support clients on a range of policy issue areas, while also acting as the key driver to implementing the technical assistance (TA) for programs focused on supporting healthy communities. S/he will also support the organization's efforts to raise funds from foundations, corporations, and individuals.

### **Position Summary:**

The selected candidate will split his/her time between two areas of work:

### **Duties:**

#### **Program Support and Development (80%)**

- Work with the team to develop and successfully implement the program goals for the health portfolio.
- Coordinate and lead the TA to key stakeholders and partners.
- Project lead on executing Changing Health through Innovative Leadership Development (CHILD), a communications and messaging training project for local and state policy-makers.
- Oversee grant reporting; develop tools and systems to measure impact via TA calls, surveys, bimonthly dashboards and reports, and annual surveys and evaluations.
- Represent CGPS and its programs at events, attend meetings and/or deliver presentations.
- Provide support by planning and preparing for CGPS events, meetings, and summits.
- Identify and cultivate opportunities to initiate strategic discussions between CGPS and other client stakeholders.
- Support all aspects of the design and implementation of the health portfolio programs.
- Work with the team to develop content for and continually research and refine program deliverables for existing programs – curricula, workshops, and trainings for health portfolio programs.

#### **Development and Fundraising: (20%)**

- Work with senior management and team to develop and execute an integrated plan for raising funds from foundations and corporate donors to meet CGPS's resource development needs.

- Develop proposals, letters of intent, memos, concept papers, budgets, and other program and technical materials to strategically pursue opportunities that align with C/GPS's needs and priorities.
- Help manage relationships with prospective funders, donors, clients through targeted planned outreach and ongoing contacts with foundation program officers.
- Support the planning and execution of cultivation activities and events to promote the organizational brand and partners and represent the organization at prospecting events.
- Strong interpersonal skills and the ability to work well in a team with others.
- Support the development and dissemination of all relevant marketing and prospecting materials.

### **Qualifications**

Specific Requirements for this Position:

A Master's or professional degree in a relevant area and a minimum of 2 years of experience in public health administration or policy development is required.

Development experience highly desired.

- Specific policy expertise in the area of public health is required.
- Specific policy expertise in at least one of the additional following issue areas: education and economic security.
- Direct knowledge of public policy, congressional legislative, and federal regulatory processes.
- Ability to work effectively with public officials and a variety of stakeholders including grassroots groups, advocates and researchers.
- Program and project management experience is highly desired.
- Experience with Congressional briefings and events.
- An understanding of the role of social networking and online advocacy tools in advocacy and outreach.
- Excellent writing skills and the ability to present information in a variety of formats and styles for different audiences.
- Strong skills in planning, preparing and delivering remarks.
- Strong organizational and administrative skills; with keen attention to detail.
- Direct Capitol Hill experience a plus.
- Strong skills and experience in nonprofit fundraising and development.

General Requirements for All C/GPS Staff:

- Exemplary analytical, writing, verbal and interpersonal communications skills.
- Ability to develop work plans, set deadlines, work well with minimal supervision, prioritize assignments, and organize multiple projects and duties simultaneously while meeting deadlines.
- Ability to work effectively as a member of a team, know when to act independently and when to consult for advice on decision-making.
- A willingness to carry out a wide range of activities, including both professional and logistical tasks.

- Strong computer skills with familiarity with Mac OS, Microsoft Office, email clients, Internet research, and social networking tools.
- Fluency with at least one policy area: health, education, or income security.
- Ability to quickly gain an understanding of additional policy areas as needed.
- Ability to represent GPS responsibly and communicate effectively in various settings on a broad range of issues.
- Flexibility with respect to schedule, working hours, travel, and work assignments, including ability to work overtime or on weekends when necessary; reliable job attendance essential.
- Strong commitment to diversity and equity.

**Title and Salary:**

- Title will be based upon successful candidate's level of education and experience.
- Competitive salary, based on the individual's education and experience.
- Opportunities for advancement are available over time.

**Benefits:** Medical, dental and 401k retirement savings plan

**How to Apply:**

Email a cover letter, one resume, three writing samples, and three professional references to: [info@globalpolicysolutions.com](mailto:info@globalpolicysolutions.com)

The subject line should read "Health Policy and Program Associate"

No phone calls please. This position will remain open until filled.

**Benefits:** Medical, dental and 401k retirement savings plan