



POSITION: Sr. Policy Manager
REPORTS TO: Sr. Director of Policy
FTE: 1 FTE
FLSA STATUS: Non-Exempt
SALARY: \$61,000 – \$82,000
START DATE: ASAP
LOCATION: National: Remote. Baltimore/DC area is a plus, but not required.

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, respite programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

JOB SUMMARY

The Senior Policy Manager is responsible for representing the interests of the National Health Care for the Homeless Council (National HCH Council); working with the National HCH Council Policy Committee to advance the Council’s advocacy agenda; and mobilizing National HCH Council member organizations, other advocates and service providers, and consumers for the amelioration of poverty and homelessness. This role reports to the Senior Director of Policy.

Job Requirements

- Effectively represents the National HCH Council, Health Care for the Homeless and Medical Respite programs, and people experiencing homelessness among elected officials, their staff, and public policy advocates in Washington, D.C. (especially on Capitol Hill).
- Develops and maintains strong, effective, and trusted relationships with Members of Congress, staff, and committees.

- Monitors annual appropriations and authorization legislation, attends hearings, and participates in activities that impact NHCHC programs and policies.
- Develops policy positions and disseminates information pertaining to policy actions through the research, writing, and production of fact sheets/policy analysis, legislative summaries, and correspondence.
- Staffs the National HCH Council’s Policy Committee and provides regular updates on current events.
- Presents/moderates workshops or webinar discussions at national/regional conferences and other events hosted by the National HCH Council or other partner organizations.
- Publishes a monthly action alert.
- Mobilizes National HCH Council member organizations, people experiencing homelessness, and other homelessness-related groups to advance the advocacy agenda of the National HCH Council.
- Organizes events and publicizes opportunities for people experiencing homelessness and staff at HCH programs to participate in legislative education and advocacy.
- Actively participates in advocacy activities that support the mission of HCH programs.
- Performs other duties on an as-needed basis.

Qualifications:

Education

- Master’s degree in social work, public health, policy, human services or education preferred; years of experience can be substituted for education, but Bachelor’s degree is required.

Experience

- Minimum 5-7 years’ experience in policy/advocacy work, including experience in legislative advocacy.
- Direct experience in supporting underserved populations, community organizing and project management.
- Knowledge of national and local health policy issues.
- Experience in public speaking and group facilitation.

Skills

- Strong organizational and meeting facilitation skills.
- Excellent interpersonal skills to collaborate with and maintain relationships with a wide range of elected officials, organizations and individuals, including service providers and people with lived experience of homelessness.

- Strong written and verbal communication skills, with a particular emphasis on presentations, public speaking, group facilitation, and writing letters and fact sheets.
- Self-motivated and able to work with minimal supervision.
- Ability to convey a strong, professional presence.
- Ability to advance progressive resolution of social issues.
- Strong time management skills and ability to adapt to a changing work environment.
- Cultural sensitivity in working with staff and clients from diverse backgrounds.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.

Physical Demands and Working Conditions

- Position able to be remote, with willingness to establish a part-time physical work space at a member or partner service program a plus
- Available for travel within the U.S. approximately 2-3 times a year, or more frequently, depending on location.

Comprehensive benefits package

Includes health, dental, vision, life, 401k, short and long-term disability, and paid time off accrues immediately upon hire.

How to Apply:

Please submit a resume and cover letter to Barbara DiPietro, Senior Director of Policy, at policy@nhchc.org **clearly marked SENIOR POLICY MANAGER**. Applications without cover letters will not be considered.

Equal Opportunity Employer:

We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.

Last Updated: 6/12/2024