

National Black Gay Men's Advocacy Coalition  
Government Affairs Manager

Position Description

NBGMAC is a Washington, DC-based policy and advocacy coalition committed to improving the health and wellness of Black gay men through Federal policy advocacy targeted to elected and appointed officials, policy makers, public health officials and community leaders. The Coalition's core purpose is fighting for the lives of black gay men by improving their health status through reducing health disparities with special emphasis on HIV/AIDS.

The Government Affairs Manager will provide leadership to the Coalition's legislative, advocacy and policy activities in Washington, DC , by participating in and representing the coalition at national conferences and within national health policy coalitions; engaging in Capitol Hill advocacy with congressional members and staff; maintaining ongoing policy, resources and regulatory dialogues with Administration officials in the Executive Branch, DHHS, DHUD, DOE, DOJ and DOL to shape the policy debate within government; providing coalition members with policy analyses and strategic, advocacy tools to enhance statewide and congressional district advocacy.

Essential Job Functions:

Program activities will vary but will primarily include creation of advocacy tools to enhance the quality and success of federal, statewide and local district community organizing and policy advocacy targeted to elected officials and policy makers.

Responsibilities include but are not limited to the following:

- Meet with elected officials and other policy makers to advance NBGMAC agenda;
- Write and edit educational documents, proposals, and content for NBGMAC website;
- Track and research key policy, funding and legislative issues and develop relevant policy analyses, and effective, advocacy strategy for dissemination to coalition members
- Organize briefings, training sessions/workshops, and conference calls to educate NBGMAC constituents on legislation and policies affecting NBGMAC's agenda;
- Work with Policy Committee to establish policy agenda and priorities;
- Provide logistical and other support for NBGMAC meetings and initiatives. Handle arrangement for meetings, including room arrangements, preparation of materials and correspondence;
- Performing other job-related duties as required.

Education:

B.A. or advanced degree in public health, public policy or a related field.

Experience:

3 year(s) of relevant experience required

Specific Knowledge Requirements:

- Excellent writing and editing skills, knowledge of web-based social marketing and management systems.
- Experience and high degree of competency in using Windows-based word processing, and data management tools.
- Excellent organizational, communication, interpersonal, and problem-solving skills; must be thorough and detail-oriented, and must be able to communicate well via telephone and electronic means.

Ability to work independently, with medium supervision; must be able to set and keep own schedule, work with a minimum of supervision, able to provide regular updates/progress reports on the implementation of policy activities as needed

Salary Range: \$45,000 – 60,000.

Benefits: Competitive health and other benefits

HR Management: Supervision, Senior Policy Advisor

Other: This position is funded in Year 1 by grant from the Evelyn and Walter Haas Jr. Fund through an agreement with NAESM.