

Director of Public Policy

FLSA Classification: Exempt

Reports to: Chief Communications Officer

Salary Range: \$115,000 - \$125,000

Application deadline: November 4, 2024

To apply, please visit: <https://tinyurl.com/mshfdirectorpublicpolicy>

JOB DESCRIPTION

About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. The MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su and the tools it uses include grantmaking, convening of local partners, and policy change. The foundation's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

Position Summary

The Director of Public Policy supports the organization's mission, vision, and values as the foundation of its efforts. These include respect and appreciation for Mat-Su's community assets: prevention, access, wellness, fairness, collaboration, and leadership. This individual exemplifies health; is team-focused and positive; and consistently demonstrates respect for the Board of Directors, staff, partners, and community.

Reporting to the Chief Communications Officer, the Director of Public Policy will continue to build upon the prior successes and expand the vision of MSHF's public policy and advocacy goals and priorities. The Director of Public Policy is responsible for leading the development and execution of public policy strategies that align with the Foundation's mission. The Director will work closely with internal and external stakeholders, including elected officials, to influence public policy decisions that impact the health and well-being of Mat-Su residents. This position will provide thought leadership, direct advocacy efforts, and oversee public policy initiatives aimed at creating systemic change to improve health outcomes across the region.

Job Responsibilities

Leadership

- Assist the Chief Executive Officer and Chief Communications Officer to develop the foundation's public policy agenda and annual priorities for board approval.
- Lead implementation of the foundation's public policy agenda and determine engagement levels.
- Identify opportunities for the Foundation to influence public policy and regulation at the local, state and national levels to improve health outcomes in the community.
- Provide thought leadership to improve the foundation's influence within and beyond its public charity framework.

Management

- **Policy Development and Advocacy**
 - Manage lobbyists, polling, and other contractors as needed, along with administrative lobby and compliance activities. Adhere to reporting and ethics requirements under state and federal laws.
 - Advocate for policies that support the Foundation's mission, including those related to healthcare access, social determinants of health, and charitable giving.
 - Prepare letters, talking points, testimony, and background documents as needed.

- **Government Relations**
 - Establish and maintain strong relationships with local, state, and federal government officials and agencies.
 - Serve as the Foundation's primary liaison to government entities and represent the Foundation in legislative activities.
 - Attend Mat-Su Borough Assembly meetings, Palmer and Wasilla City Council meetings, and Mat-Su Borough School Board meetings as needed, along with federal and state level meetings and hearings.

- **Research and Analysis**
 - Conduct research and analysis on public policy issues that affect the health and well-being of Alaskans living in the Mat-Su Valley.
 - Communicate the benefits or drawbacks of existing and upcoming laws, policies and regulations, as well as municipal law and state and federal legislation.
 - Prepare policy briefs, reports, and position statements to inform the Foundation's leadership and board of directors.
 - Stay informed of trends, challenges, and opportunities in health policy and public health.

- **Communications**
 - Work with the communications staff to inform spokespeople; help provide clear and accurate information to stakeholders and the media.
 - Develop and implement strategies to address policy-related crises or issues that could impact the Foundation or the community.
 - Build strong collegial relationships with staff across the Foundation to ensure public policy priorities and implementation achieve cohesive messaging, clear branding, and consistent connections.
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- **Community Outreach**
 - Collaborate with local, state, and national partners to advance specific public policy objectives and goals,
 - Represent the foundation, advise and participate in regional, statewide, and national organizations, commissions, work groups, task forces, and other groups that further advocacy objectives. Secure leadership roles on priority associations.

Health Equity Promotion

- Ensure that content strategy and implementation align with MSHF values and the organizational commitment to promoting health equity.
- Strive toward equity and inclusion in all interactions.

Competencies

- Proven track record in legislative advocacy, coalition building, and public policy development.
- Experience engaging with elected officials, government agencies, and diverse community groups.
- Ability to build relationships and trust with internal and external audiences.
- Exceptional communication, negotiation, and interpersonal skills.
- Ability to analyze complex policy issues and provide strategic solutions.
- Ability to translate complicated data, technical and/or scholarly information to sector and mainstream audiences.
- Demonstrated writing, editing and proofreading skills.
- Ability to learn quickly and stay flexible and highly organized in a fast-paced environment with competing demands while maintaining integrity of work product.
- Collaborative work style and advanced interpersonal skills.

Education & Experience:

- Minimum of seven years professional experience in public policy, public health, government affairs, or advocacy within the healthcare or nonprofit sector.
- Minimum three to five years' supervisory experience.
- Bachelor's degree in a related field highly preferred.
- Knowledge of the Mat-Su Valley and healthcare a plus.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Location: Wasilla, Alaska

Work Environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical Demands: Employee will be spending considerable time at a desk using a computer terminal and will occasionally be required to use personal vehicle to travel to various locations in the community.

EEO Statement: Mat-Su Health Foundation is an equal employment opportunity employer.