

Senior Manager of Government Affairs

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to community health centers that serve the Los Angeles region. Founded in 1994, CCALAC's mission is to "empower health centers to remain at the forefront of health care transformation. We forge partnerships, foster innovation, promote health equity, and advocate for the communities they serve."

CCALAC represents 68 community health center organizations that provide comprehensive primary, dental and behavioral health services throughout Los Angeles County. Health centers in Los Angeles serve 1.8 million patients annually regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community health centers.

JOB SUMMARY

Reporting to the Senior Director of Government and External Affairs, the Senior Manager of Government Affairs is responsible for the oversight, development, and implementation of CCALAC's government and legislative affairs strategy, which includes CCALAC and members' relationships with elected officials and legislative offices. The Senior Manager supervises the Government Affairs Coordinator, collaborates and coordinates with external partners, and represents the organization in external settings. This position requires deep knowledge of the state legislative landscape and processes, demonstrated relationship and coalition building experience, and familiarity with the safety net health care delivery system.

LOCATION: Candidates must reside in one of the following Southern California counties: Los Angeles, Ventura, Santa Barbara, Kern, San Luis Obispo, Orange, Riverside, San Bernardino, San Diego and Imperial.

ANNUAL SALARY RANGE

\$72,638 - \$96,245

JOB DUTIES

LEGISLATIVE AFFAIRS & ADVOCACY

1. In collaboration with the Senior Director, lead, plan, and manage government and legislative affairs strategies to advance CCALAC's policy and advocacy agenda.
2. In collaboration with the Government and External Affairs team, monitor, review, and analyze proposed policies.
3. Collaborate and coordinate with state and regional health center associations, members, and other external partners to develop and execute advocacy campaigns and strategies.
4. Oversee and coordinate implementation of advocacy activities and legislative engagement strategies within the division.
5. Manage the Government Affairs Coordinator, assisting with planning and scheduling legislative meetings and briefings and tracking CCALAC and member engagement with legislative offices.

6. Educate elected officials, agencies, and external partners about the impact of policy and regulatory proposals on health centers and their patients.
7. Manage CCALAC's relationships with legislative offices representing Los Angeles County, including building and maintaining relationships with elected officials and their staff.
8. Oversee collaboration and coordination with state association regarding relationships and engagement with state legislative offices.
9. Develop and implement strategies to increase CCALAC and members' visibility with elected officials and their staff.
10. Represent CCALAC and build relationships with external partners and coalitions and identify opportunities to participate in events and increase the visibility of CCALAC and member health centers.
11. Produce written materials, including talking points, letters, public comments, issue briefs, and advocacy calls to action. Create and update CCALAC publications and materials as needed.
12. Present oral testimony in public forums, including hearings, meetings, and conferences.
13. Produce data and reports on CCALAC and members' legislative engagement as needed for grant reporting and other purposes.

ASSISTANCE TO MEMBER CLINICS

1. Oversee the development of policy and advocacy trainings, activities, and strategies to increase member engagement in legislative affairs and advocacy.
2. Develop strategies to increase members' visibility and engagement with legislative offices including overseeing the coordination and planning of meetings, roundtables, and clinic tours.
3. Oversee the planning and coordination of Day at the Capitol annual event in Sacramento and other advocacy events.
4. Respond to member requests for information, talking points, and support with engaging legislative offices.
5. Provide policy support to CCALAC Roundtables and Peer Networks and other CCALAC divisions.

OPERATIONS/MANAGEMENT:

1. Participate as a member of the management team to strengthen and support the programmatic, financial and operational goals of CCALAC.
2. Supervise the Government Affairs Coordinator.
3. Perform supervisory duties related to interviewing and hiring staff, recommending termination, managing performance, counseling and providing training and development opportunities to employees.
4. Oversee implementation of grant deliverables, submit information for reports to funders as required; assist with managing program budgets and grant and report writing as needed.
5. Participate in Association events and represent the Association as requested.
6. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in Public Health, Public Administration, Public Policy or related field. Master's degree preferred.
2. Five (5) years' experience in government affairs, policy and/or advocacy required.
3. A minimum of three years' experience in supervisor or team leader role preferred.
4. Experience building and maintaining relationships with elected offices, familiarity with state legislative offices representing LA County preferred.

5. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
6. Excellent analytical, written, and oral communication skills.
7. Ability to be self-directed and able to manage and organize competing projects and priorities.
8. Knowledge of the legislative processes at the federal, state, and local levels.
9. Knowledge of California and Los Angeles health care delivery systems and policy environment.
10. Understanding of primary care clinics and Federally Qualified Health Centers preferred.
11. Ability to maintain confidential information.
12. Ability to work as part of a team as well as independently with minimal supervision.
13. Strong skills with Excel & MS Office Suite required.
14. Must be able to travel to meetings and events throughout Los Angeles County and travel outside of Los Angeles County as needed.

LICENSURE

Must possess a valid driver's license and have a reliable automobile that may be used for business purposes. Must have current automobile insurance coverage and an acceptable DMV report.

PHYSICAL DEMANDS

Must be able to lift or carry up to 20lbs.

WORKING CONDITIONS:

1. Majority remote position with in-person meetings and convenings, as needed. Option to work fully in person at CCALAC's offices, if desired.
2. Works in fast fast-paced, high-volume environment with frequent interruptions and critical deadlines. Environment stressful at times.
3. Office environment with very small probability of infection or injury to self or others; however, some potential for repetitive motion injury and eye strain from working on computers.
4. Requires occasional on-site visits to community health centers with possible exposure to work conditions at a health center. Most site visits are expected to be meeting room designed for that purpose.

EQUAL EMPLOYMENT

CCALAC prohibits discrimination based on single or combined protected characteristics.

PERKS & BENEFITS

1. Flexible Work Schedules
2. 100% Paid Medical, Dental & Vision Coverage for Employee
3. Paid Vacation and Sick time, including one Floating Holiday
4. 401(k) Plan with employer match
5. Employee Assistance Plan
6. Group Term Life Insurance
7. Flexible Spending Account
8. Aflac Supplemental Plans
9. Annual Personal Development Funds

If you are interested in applying for this position, please submit a cover letter and resume to humanresources@ccalac.org.