



**Position Title:** Manager, Policy and Legislative Affairs  
**Salary Range:** Commensurate with experience  
**Location:** Washington, DC

## **Purpose and Description**

---

The Manager, Policy and Legislative Affairs, as part of the NASTAD Government Relations team, assists in the development and implementation of legislative and policy priorities on federal appropriations and legislation related to HIV prevention, care and treatment issues. Assists with carrying out the day-to-day legislative activities needed to implement the related federal legislative and regulatory goals. This position will interface with national organizations, coalitions and other non-governmental organizations to promote NASTAD's legislative and policy agenda. The Manager is responsible for tracking, monitoring, researching, and preparing advocacy documents on relevant HIV policy issues and legislation. Interfaces with state AIDS directors to develop their understanding of the federal policy process and respond to their inquiries.

## **Essential Functions**

---

- Implement strategies, developed in coordination with Government Relations team, to achieve legislative and regulatory goals
- Participate in strategic discussions and recommend approaches to achieving policy goals
- Take leadership role in representing NASTAD's positions in coalition groups and in meetings with congressional staff and Administration Officials, particularly in the areas of federal HIV funding and HIV prevention policy
- Coordinate membership and relevant coalition's Capitol Hill Education Days and Hill visit scheduling
- Interface with NASTAD's Health Care Access, Health Equity, HIV Prevention, Viral Hepatitis and teams to discuss policy issues and necessary action steps
- Responsible for tracking of HIV related legislation
- Research and write NASTAD newsletter articles, fact sheets, issue briefs and web-based communications
- Interact with, and respond in a timely manner to the policy-related needs of NASTAD members
- Assist in enforcing policies and procedures and communicating changes to staff as they occur
- Support NASTAD's Strategic Map and Guiding Principles and practice and encourage open, honest, and direct communication at all times
- Other duties as assigned

## **Minimum Requirements**

### **Skills/Knowledge**

- Understanding of the legislative process, including appropriations, required
- Excellent written and oral communication skills
- Ability to work and communicate within a culturally diverse environment
- Ability to multitask while maintaining strong attention to detail
- Ability to lead and work in teams
- Ability to execute independent judgment, organize and execute work with minimal guidance and meet established deadlines
- Ability to work cooperatively with state membership, NASTAD staff, and representatives from outside organizations and federal and state government agencies
- Strong proficiency in all Microsoft Office applications
- Skills in public speaking

### **Experience/Education**

- Bachelors degree or higher in public policy, public health or related fields; three or more years of experience working on Capitol Hill, in a regulatory agency or trade association in HIV, viral hepatitis or other related health care policy; or, any equivalent combination of training, education, and/or experience that demonstrates the ability to perform the essential functions of the position

### **Physical Effort and Dexterity**

- This position requires independent local travel and mobility

### **Visual Acuity, Hearing, and Speaking**

- Excellent verbal and written command of the English language

### **Environment and Scheduling**

- Interest in working with an HIV/AIDS public health organization
- Interest in working within a diverse work environment
- Willing to travel as needed

**This position is classified as FLSA exempt.**

---

### **How to Apply**

Qualified candidates should apply by e-mail only to [HumanResources@NASTAD.org](mailto:HumanResources@NASTAD.org). Subject line should read "**Manager, Policy and Legislative Affairs**" only and a cover letter, with salary requirements, and resume should be attached. Submissions which do not follow the above instructions will not be considered as applicants.

Due to the extremely high volume of resumes submitted, only those selected for interviews will be contacted. NO PHONE CALLS in reference to this position will be accepted.