



**Job Title:** Manager, Policy and Viral Hepatitis  
**Location:** Washington, D.C.  
**Reports to:** Senior Manager, Viral Hepatitis

### **Purpose and Description**

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The Manager, Policy and Viral Hepatitis, manages day-to-day organizational viral hepatitis policy activities and projects. The Manager will work closely with the Senior Manager, Viral Hepatitis, on developing and implementing program activities as well as supporting state Adult Viral Hepatitis Prevention Coordinators. The Manager will also work with Government Policy and Legislative Affairs staff on hepatitis policy and advocacy with particular focus on appropriations and will participate in relevant programmatic meetings and coalition/networking activities. The Manager may supervise junior staff on specific tasks or projects, assist with vision and strategy development and deliver results of viral hepatitis program and advocacy work across the organization. The Manager will report directly to the Senior Manager, Viral Hepatitis, with dotted line reporting and accountability to the senior Policy staff member(s).

### **Essential Functions**

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- Develop and implement strategies with the Policy and Legislative Affairs staff to achieve hepatitis related legislative and regulatory goals
- Facilitate and manage NASTAD's Hepatitis Appropriations Partnership (HAP)
- Coordinate, and schedule if necessary, Capitol Hill visits for NASTAD staff, health department staff, HAP members and other coalition partners
- Research and produce fact sheets, issue papers, newsletter articles and other materials to advance NASTAD's advocacy objectives and to assist states in providing effective HIV and viral hepatitis programs
- Write coalition and/or NASTAD meeting minutes and maintain listservs
- Support the facilitation and management of the NASTAD viral hepatitis work group and meet the needs of the hepatitis staff in state and local health departments
- Support NASTAD's Business Development team as assigned in matters relating to viral hepatitis
- Track issues and facilitate information exchange on viral hepatitis and integration with HIV, STD and TB
- Support NASTAD's work as a leader in national hepatitis coalitions
- Develop collaborative relationships with Administration and federal agency staff on hepatitis, and viral hepatitis and national HIV/AIDS organizations
- Interact with, and respond in a timely manner to, the needs of NASTAD members and health department staff
- Develop and deliver regular communication and information dissemination through meetings, conference calls and other formal communications
- Help lead the planning and execution of NASTAD's Viral Hepatitis Technical Assistance meeting

- Interface with NASTAD's Prevention, Health Care Access, Health Equity, and Policy/Legislative Affairs teams to promote cross-team synergy
- Other duties as assigned

## **Minimum Requirements**

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### **Skills/Knowledge**

- Excellent oral and written communication skills
- Advanced knowledge of HIV/AIDS issues; knowledge of viral hepatitis issues preferred
- Ability to take initiative and work independently
- Ability to work well with, lead and/or support the work of teams
- Excellent leadership, management and supervisory skills
- Strong policy research and analysis skills
- Ability to multitask while maintaining strong attention to detail
- Willingness to take direction from multiple sources and comfort working within a "matrix" management environment
- 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 for a national HIV/AIDS and viral hepatitis public health organization
- Interest in working within a diverse work environment
- Willing to travel as needed

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

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### **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 Viral Hepatitis**" 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.