



Job Description

Director of Policy & Advocacy

The Coalition for Behavioral Health is the organized voice for community behavioral health in the New York City and downstate area. Together, we represent over 100 nonprofit behavioral health agencies that collectively serve about 400,000 individuals. Our members deliver the entire continuum of mental health and substance use care throughout the diverse neighborhoods of New York City and surrounding counties.

Summary: Under the direction of the President & CEO, the Director of Policy & Advocacy will manage The Coalition's policy and advocacy activities to increase opportunities for the agency membership. The Director oversees the development and implementation of policy and advocacy initiatives through planning, developing and executing on local, state and federal policy work, with an emphasis on educating decisionmakers and growing the number of advocates.

Responsibilities include but are not limited to:

- Work with the President & CEO and other stakeholders to develop and implement The Coalition's policy and advocacy agenda and action plan to achieve advocacy goals with elected representatives, government officials and payers.
- Research and analyze New York State and City budgets, Executive, Legislative and policy proposals in areas that impact the organization's membership.
- Develop and carry out policy and advocacy strategies, including writing reports and position papers and testimony, developing educational materials and by presenting information on complex issues to government officials and their staff, as well as other stakeholders.
- Cultivate and maintain relationships with individual stakeholders, care coordination networks, managed care organizations, coalition partners and government agencies.
- Organize meetings with key officials, affiliated organizations and interested partners, including the preparation of briefing materials.
- Produce regular reports for key stakeholders regarding progress on policy and advocacy initiatives.
- Work with communications staff to present agency issues to media and public audiences, including through press releases and the organization's website, newsletter and social media.
- Work with contracted government relations specialists.

- Represent The Coalition at public hearings, committees and taskforces, with appropriate support as needed.
- Coordinate and host advocacy forums for policymakers, Coalition members and advocacy groups on important community issues.
- Ability to convene and lead meetings with stakeholders.
- Perform other duties as required.

Qualifications and Skills

- Strong knowledge of New York State and City politics and policy, familiarity with health and human services policy a plus.
- Work with association membership to respond to their needs effectively.
- Effective communication skills: verbal, written and interpersonal skills.
- Excellent presentation, analytical and research skills.
- Ability to multi-task and adapt to changing priorities.
- Effective use of software and web-based applications: Word, Excel, Access, Outlook and PowerPoint preferred.
- Ability to navigate and meet the needs of multiple stakeholders.
- Organized, resourceful and high attention to detail, with a drive for quality.
- Sophisticated approach to problem solving, communications and outcomes.
- Comfortable working in team environment.

Education and Experience

- Master's Degree from an accredited college or university in public policy, public administration or a related field.
- Minimum five years' experience in a public policy or advocacy position.

Applicants

Please email a resume and cover letter to: jobs@coalitionny.org with subject line: "Director of Policy & Advocacy".

EOE

The Coalition for Behavioral Health is an *Equal Opportunity Employer* and offers equal opportunities for employment for all qualified applicants consistent with federal, state and local laws.