



## **Job Description**

### **Associate 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 Director of Policy and Advocacy, the Associate Director of Policy and Advocacy will provide The Coalition's policy and advocacy activities in the State and in NYC to increase opportunities for the agency membership. The Associate 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 leadership team at The Coalition, Coalition members and other stakeholders to develop and implement The Coalition's policy and advocacy agenda and action plan to achieve legislative and advocacy goals.
- 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, developing educational materials and by presenting information on complex issues to government officials and their staff, as well as other audiences.
- Cultivate and maintain relationships with Coalition members, care coordination networks, managed 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.
- 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.
- 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.
- 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](mailto:jobs@coalitionny.org) with subject line: "Associate Director".

### **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.