Position Description: LeadingAge DC Advocacy & Government Relations Consultant (Contractor)

Position Summary

The Advocacy & Government Relations Consultant provides critical, non-lobbying strategic support to LeadingAge DC during a pivotal political transition, as the District prepares for a new mayoral administration and welcomes a number of new councilmembers. This role focuses on strengthening the association's footprint through strategic, sustainable relationship building with the Mayor Elect (TBD), their transition team, executive appointees, and council offices, while operationalizing member advocacy tracking and keeping membership deeply informed of the local legislative and regulatory landscape.

The consultant will be primarily tasked with educating the new mayoral administration, agency leaders, and council staff around the priorities identified by LeadingAge DC leadership. The consultant ensures that LeadingAge DC members are equipped to navigate regulatory environments across senior service spectrums—including affordable housing, healthcare access, workforce stability, transportation, food security, safety, and community-based long-term services.

This position reports directly to the LeadingAge DC Executive Director.

Essential Duties and Responsibilities

Mayoral, Executive Branch, & Council Relations

- Establish and maintain sustainable, collaborative relationships with key staff within the newly elected Mayor's administration, transition team, and executive office to position LeadingAge DC as a primary educational partner.
- Build strong connections with newly appointed agency leadership and key officials at critical District agencies—including the Department of Aging and Community Living (DACL), Department of Health Care Finance (DHCF), and DC Health—to advance policy awareness.
- Build and maintain strong, collaborative relationships with at least one key staff member (e.g., Committee Staff, Legislative Directors, or Chiefs of Staff) in each DC Council office to establish LeadingAge DC as a trusted educational resource.
- Utilize the resources developed by association leadership and trusted collaborators as the primary educational framework to brief council offices, the mayoral team, and executive branch appointees on interconnected aging issues across all eight wards.

- Educate incoming mayoral leadership, agency appointees, and councilmembers on recommended early actions, including launching a District-wide Multisector Plan for Aging and stabilizing the aging services workforce.
- Monitor, identify, and analyze proposed DC Council legislation, resolutions, executive orders, and local agency regulatory changes impacting the full continuum of care.
- Review local public policy developments and translate complex legislative and executive branch text into clear, actionable summaries for the Executive Director and association leadership.

Member Briefings & Engagement Coordination

- Coordinate and facilitate regular member briefings, webinars, and information sessions on pending legislation, mayoral initiatives, and DC Council activity.
- Draft written testimony, educational resources, public policy talking points, and non-lobbying issue briefs on key issues (Housing, Workforce, Healthcare Access, and Aging in Place) to keep members informed.
- Develop strategies to highlight and celebrate member advocacy milestones and successes in newsletters and member communications.
- Solicit and collect ward-level provider and resident stories to demonstrate the real-world impact of local policy decisions, such as the direct care workforce shortage and EPD Waiver waitlists.
- Assist the Executive Director in gathering DC-specific data and answering outstanding information gaps identified by association leadership, such as local Medicaid reimbursement rate comparisons and senior housing needs assessments.
- Coordinate schedules and agendas for educational member briefings with administration officials, agency appointees, or council staff.
- Provide regular periodic written briefing reports to the Executive Director on key council committee activities, executive branch actions, oversight hearings, and relevant legislative timelines.

Qualifications, Knowledge, and Skills

- Bachelor's degree or equivalent experience in public policy, government relations, political science, communications, or a related field.
- Deep understanding of the DC political ecosystem, including the DC Council legislative process, committee structures, and local agency operations (e.g., DACL, DHCF, DC Health).
- Proven experience in relationship management, grassroots tracking, or coalition coordination; experience working directly with legislative staff is highly preferred.
- Familiarity with long-term services and supports (LTSS), senior living, healthcare, or affordable housing policy environments.
- Excellent written and verbal communication skills, with a demonstrated ability to synthesize complex legislative issues into easily digestible information for members.
- Strong organizational and database management skills.
- Ability to act independently, manage multiple legislative tracking timelines, and maintain strict boundaries regarding non-lobbying vs lobbying activities.

Diversity, Equity & Inclusion Commitment

The organization is committed to fostering a diverse, equitable, and inclusive community. All qualified candidates will receive consideration for employment or contract without regard to protected characteristics.

Compensation & Benefits

Fees or contract terms offered may vary depending on relevant factors as determined by LeadingAge DC, which may include, but are not limited to, background and experience, knowledge, skills and abilities, internal budgets, and other organizational needs.