CALL FOR PROPOSALS: Advocacy & Government Relations Consultant Organization: LeadingAge DC

Position Type: Independent Contractor / Consultant

Submission Contact: LADC@leadingage.org

LeadingAge DC is seeking proposals from experienced, qualified advocates to serve as an independent Advocacy & Government Relations Consultant. The initial timeframe for this engagement is nine months. As the District prepares for a new mayoral administration and welcomes new DC Councilmembers, this role will strengthen our association's footprint by building strategic relationships and educating local officials on the priorities of mission-driven aging services providers across all eight wards.

Key Responsibilities

- **Strategic Relationship Building:** Support the Executive Director to establish sustainable, collaborative connections with the Mayor Elect's administration, transition team, executive agency leaders (including DACL, DHCF, and DC Health), and key staff across all 13 DC Council offices.
- **Educational Framework Implementation:** Use documents and resources provided by LeadingAge DC's leadership as the primary tool to educate officials on key aging issues, including workforce stability, housing affordability, healthcare access, and community-based services.
- **Communications & Intelligence:** In collaboration with the Executive Director and Board, co- facilitate member policy briefings, co-author non-lobbying educational summaries, and deliver periodic legislative tracking updates.
- **Member Advocacy & Impact:** Support member advocacy involvement, provider member testimony, and documentation/acknowledgment of policy engagement throughout the year.

Workload & Phasing The position requires an average commitment of 15 to 20 hours per week over nine months. The workload will be phased dynamically around election and legislative activity, beginning with a higher-intensity focus on outreach, setup, and transition tracking during the first three months. The remaining six months will transition into steady-state policy

tracking, regulatory monitoring, routine member briefings, and story collection. This position focuses on education, relationship building, and policy tracking in the District of Columbia.

Submission Guidelines

Interested candidates or firms should submit a proposal including:

- A statement of interest outlining your background in DC government relations, policy tracking, long term care policy and/or association work.
- A brief summary of your strategic approach to relationship building and engaging member involvement.
- A proposed hourly or monthly fee based on the stated 15–20 hour/week commitment.
- Contact information for two to three professional references.

Please email all proposal materials in PDF format to **LADC@leadingage.org**. Submissions will be reviewed on a rolling basis until the position is filled.

Sincerely,

Makeda Vanderpuije

Executive Director, LeadingAge DC