

# GROUP HEALTH FOUNDATION

---

## Policy and Advocacy Director Washington State position description

### ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a **Policy and Advocacy Director** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential.

**Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and multicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.**

To learn more about our work, our approaches, and our values, please visit our [website](#).

### POSITION SUMMARY

The Policy and Advocacy Director will serve in a leadership position on the GHF Programs team working in partnership with our CEO, lobbyists, program staff, community leaders, and funding partners to advance the Foundation's public policy strategy in Washington. The Policy and Advocacy Director will build a strong team culture, manage strategy and political relationships, and leverage the Foundation's status as a 501(c)(4) organization to advance the goals of both statewide and community-led initiatives. The Policy and Advocacy Director will also participate strategically in systems change work at the federal, statewide, regional, and local levels.

The Policy and Advocacy Director will report to the Vice President of Programs. This position will supervise public policy staff members and manage the relationship with external consultants.

**This is a full-time, exempt position that can be located remotely (within Washington) or at any of our offices. We currently have an office in Seattle and will be opening offices in the Tri-Cities and Tacoma in 2022.**

Some early morning, evening, and weekend hours will be required, and regular statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

## PRIMARY RESPONSIBILITIES

- Provide leadership and coordinate short- and long-term planning processes that will shape the Foundation's public policy priorities and strategies, informed by existing state and local advocacy efforts, ongoing input from community leaders and stakeholders, and other relevant data
- Hire, develop, mentor, and manage a team of public policy staff and consultants to advance the Foundation's public policy framework
- Collaborate with the leadership team and consultants to cultivate the Foundation's network of informed, action-oriented allies in local and regional government, tribes, and partner organizations
- Advise the CEO, VP's, board of directors, and other team members on the federal, state, and local policy landscape and implications for the Foundation's goals
- Prepare and provide analysis on strategy, research memos, briefs, reports, and presentations in a variety of formats to engage a diverse range of constituents (e.g., board members, community leaders, partners)
- Lead planning and evaluation processes to shape technical assistance, direct advocacy, convening, leadership development, and learning priorities
- Educate community and statewide leaders about the Foundation's mission, programs, and goals, and build support for the Foundation's policy priorities
- Advise on political and policy grantmaking strategies that align with the foundation's values, approaches, and long-term vision
- Represent the Foundation to a diverse range of decision-makers and partners including grantees, community leaders, business leaders, government officials, affinity groups, and collaborators in the region and across the country
- Collaborate with program team staff to develop and implement a public policy technical assistance program to support advancing the skills of grantees
- In partnership with program team staff, implement the culture and direction of the Foundation's advocacy, convening, leadership development, and capacity-building initiatives
- Collaborate with GHF staff to document and communicate the impact of the Foundation's grantees and strategies in improving health equity in the state
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

## QUALIFICATIONS

- A deep commitment to equity, racial and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- A willingness to learn about the needs of communities across the state that are most impacted by structural inequities
- Demonstrated ability to take initiative, contribute, and adapt to the goals of a dynamic and growing organization

- Knowledge of the federal, state, and local policy environment, and experience navigating bipartisan politics in Olympia
- Strong understanding of how public policy initiatives (including bonds, levies, initiatives, and referenda) can impact outcomes across our state
- Demonstrated ability to cultivate relationships with diplomacy, and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Experience leading policy, political and/or lobbying programs, frameworks, and strategy with non-profit organizations, unions, and/or community organizations
- Understanding of the Washington political and civic infrastructure
- Demonstrated ability to manage diverse teams and partner with political consultants or lobbyists
- Understanding of the opportunities that our 501(c)(4) status presents, as well as the current 501(c)(4) landscape across the state
- Excellent project management and organizational skills with demonstrated success managing multiple projects and priorities in a team-based environment
- Knowledge of the needs of communities across the state who are most impacted by structural inequities
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Experience with various equity, justice, and power-building strategies, including a demonstrated ability to connect with these issues on a personal and organizational level
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Willingness to take part in occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 40% for this position)

## COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$220,000 to \$250,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [online application portal](#). Priority will be given to applications submitted by **Friday, December 3**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed.

We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

**Thank you for your interest in joining Group Health Foundation!**