

California Association of Health Facilities
DIRECTOR OF GOVERNMENTAL AFFAIRS

Division/Department:	Governmental Affairs
Location:	Sacramento, CA
Reports to:	CEO/President and COO/Vice President
Status:	Full-time; exempt

POSITION DESCRIPTION

Under the direction of the CEO and COO, the Director of Governmental Affairs shapes the strategic approach and policy priorities for the Association's legislative, advocacy, political and governmental relations program. Communicates directly with members of the legislature and the Executive branch to advance and support Association interests on behalf of the long-term care (LTC) profession.

PRIMARY RESPONSIBILITIES include but are not limited to:

- Collaborate with policy directors to identify and prioritize emerging policy issues, and establish public policy positions impacting providers in long-term care.
- Develop overall Association approach to implement legislative, regulatory and financial strategies to promote and/or resolve issues affecting the long-term care profession.
- Serves as primary in-house lobbyist, working in conjunction with contract lobbyists to develop and implement legislative strategies to accomplish the Association's policy objectives.
- Coordinate political outreach and fundraising strategy on behalf of the association in conjunction with CAHF's political advisors and Political Action Committee (PAC).
- Represent CAHF at political events and functions and cultivate relationships with legislators about long-term care issues of interest to the association.
- Monitor, advocate, lobby or testify for/against legislation and regulations that have the potential to impact all facets of the long-term care profession.
- Leverage ongoing relationships with state legislators and policy makers and their staff to advance policy initiatives and mitigate risks in the long-term care profession.
- Develop an understanding of Medi-Cal reimbursement issues and work with CAHF's fiscal analysts to develop appropriate analysis, positions, options and strategies to ensure adequate representation of long-term care providers in the state budget process.
- Participate in key collaborative coalitions and create new alliances based on relevant issues in common. Cultivate and maintain ongoing relationships with external partners, including trade organizations, coalitions and other industry representatives.

- Develop an understanding of the current legal environment and work with outside legal counsel to develop recommendations on appropriate courses for association legal involvement and action. Monitor legal actions with potential to impact long-term care.
- Oversee and implement grassroots advocacy program(s) to engage members in communicating CAHF's message to policymakers. Promote and coordinate member involvement with local legislators through facility visits and education.
- Serve as subject matter expert in leading and/or advising on necessary education topics for CAHF/QCHF member education or content. Serve as lead coordinator the annual New Laws training, spring advocacy/legislative event, and other PAF-related fundraising activities.
- Keep members informed through CAHF communications vehicles and training programs as needed.
- Manage relationships with outside consultants and lobbyists and supervise department staff.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

- Minimum 5 years' government relations-related work experience.
- Established contacts with state government agencies and/or legislature.
- Excellent writing, communication and presentation skills.
- Experience in drafting legislative language desired.
- Demonstrated strategic, analytic, and/or or negotiation skills.
- Familiarity with California legislative process and/or health and long-term care helpful.
- Background in law, or JD degree desirable but not required.
- Proficient in Microsoft applications (e.g. Outlook, Word, Excel, PowerPoint, etc.)
- Collaborative, team-oriented, self-starter.