

Public Policy Manager

The Alliance for Aging Research is the leading nonprofit organization dedicated to changing the narrative to achieve healthy aging and equitable access to care. For more information about us, please visit, www.agingresearch.org.

The Public Policy Manager supports policy development and federal advocacy related outreach. The position reports to the Senior Vice President of Public Policy and Government Relations.

What you'll be doing:

- Conducting policy research and assisting in the development of issue papers, briefs, regulatory and legislative comments, and correspondence with policymakers
- Participating in and leading meetings with Congressional staff
- Monitoring and tracking legislation and administrative activity on issues affecting aging research and care at the National Institutes of Health, Food and Drug Administration, Centers for Medicare and Medicaid Services, Centers for Disease Control and Prevention, the Agency for Healthcare Research and Quality, and the Veteran's Health Administration
- Managing multistakeholder coalitions, including project management, budgeting, and relationship cultivation
- Maintaining databases relevant to our work with Congress and federal agencies
- Attending coalition meetings, congressional hearings, and other events as needed
- Supporting grassroots advocacy cultivation and activation efforts, including through the use of messaging applications such as CQ Knowlegis, Voter Voice, and Policy Note
- Providing limited administrative support, including but not limited to drafting minutes for Alliance-led coalition conference calls, contact management, scheduling meetings with legislative staff, assisting with federal lobbying reporting, lending logistical support for briefings, roundtables, and other Alliance events, and preparing meeting materials for policy meetings with funders and stakeholders
- Performing other duties as assigned

What's Required:

- Bachelor's degree or equivalent experience in political science or related fields
- A minimum of 2+ years of public policy and/or government relations experience
- Track record illustrating superb written communications skills
- Comfort in cultivating working relationships with Congressional staff and potential allied advocates
- Willingness to register as a federal lobbyist and advocate to advance the health of older adults
- Strong work ethic, integrity, and judgment
- Interest in science, medical research, and aging
- Proficiency with Microsoft Office and web-based congressional tracking tools and programs (i.e. QC and BGOV)
- Capitol Hill experience and/or work in the non-profit sector (preferred)
- Must be authorized to work in the United States

- While the job can be conducted remotely for much of the time, it requires attendance at monthly staff meetings, bi-annual board meetings, the Alliance’s annual event, and frequent policy, advocacy, and Hill meetings.

What to Expect:

- This is a collaborative, hands-on role within a small and mission-driven organization where no two days may look exactly the same. While the position includes coordination and administrative support responsibilities that help keep the advocacy and policy initiatives moving forward, it is also designed to provide exposure to policy work, coalition engagement, relationship-building, and professional growth opportunities.

What Success Looks Like:

- You are organized, proactive, and comfortable balancing multiple priorities
- You are interested in growing your knowledge of public policy, advocacy, and coalition management
- You are willing to jump in where needed while also building policy experience
- You enjoy relationship building, collaboration, and working with people across different sectors and levels of experience
- You want to contribute meaningfully and feel connected to the mission and impact of the work
- You are excited to contribute both strategically and operationally as a part of a close-knit team

The Alliance for Aging Research offers excellent benefits including employer-paid health/dental insurance, life insurance, long and short-term disability, flexible spending accounts, qualified transportation benefit, 401K retirement plan with matching, free gym access, cell phone allowance, employee assistance program, four weeks of paid vacation, 14 days of health and wellness leave, and half-day Fridays.

The Alliance for Aging Research is an equal opportunity employer that strives to be a place where inclusion lives, individuals grow, and diverse talent is retained. The Alliance does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. Salary range: \$65,200 to \$73,000, depending on experience and qualifications.

To Apply: Please email cover letter, resume, and at least one writing sample to HR@agingresearch.org with subject line “Public Policy Manager”.