



2033 K Street, NW | Suite 450 | Washington, DC 20006

✉ info@agingresearch.org | www.agingresearch.org



Director of Public Policy and Government Relations

The Alliance for Aging Research (Alliance) 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 Director of Public Policy and Government Relations will support and oversee the policy development and federal advocacy related outreach. The Director will work with Congress, federal agencies, the Administration, coalition partners, and external stakeholders to advance policies that improve the health and well-being of older adults. The Alliance is a highly collaborative organization and the Director of Public Policy and Government Relations will work closely with other internal departments. The position reports directly to the Senior Vice President of Public Policy and Government Relations.

Responsibilities Include, but are not limited to:

- Conduct policy research and assist in the development of issue papers, briefs, regulatory and legislative comments, and correspondence with policymakers
- Schedule, participate in and lead meetings with Congressional staff
- Monitor and track legislation and Administration 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 Health Research and Quality and the Veteran's Health Administration
- Serve as project manager on priority policy campaigns, including management of project budgets, convenings, and multistakeholder coalitions; cultivate new and existing relationships with funders, key policymakers, government leaders, and other partners
- Maintain databases relevant to our work with Congress and federal agencies
- Represent the Alliance at external coalition meetings, congressional hearings, and other events when needed
- Support grassroots advocacy cultivation and activation efforts, including through use of messaging applications (i.e., Fiscal Note or Congressional Quarterly)
- Provide administrative support, including but not limited to: tracking and filing federal lobbying reports in compliance with disclosure requirements, drafting minutes for standing Alliance-led policy and coalition calls, providing logistical support for briefings, roundtables and other events, and preparing meeting packets for public policy meetings with funders and other stakeholders
- Write website postings for policy materials and content for advocacy efforts and the communications team to use in press releases, newsletters, and more
- Serve as a spokesperson for the Alliance upon request, at external policy and congressional meetings, along with funders and the press
- Serve as a lobbyist for the Alliance, which requires registration as a lobbyist at the federal level.
- Work closely with the development team to secure robust support for the organization's policy and advocacy work
- Collaborate with the health education and communications teams to ensure public policy elements are accurately presented
- Support the development of strategic goals and organizational priorities
- Willingness to travel 15 – 25% of the time and also attend occasional evening events
- Performs other duties as assigned

Requirements:

- Bachelor's degree or equivalent experience in political science or related fields. Advance degree in a relevant field (e.g., public health or public policy) is a plus
- A minimum of five (5) years of public policy and/or government relations experience

- Robust knowledge of the federal legislative and regulatory processes
- Established experience working on CMS and/or FDA regulatory issues
- Track record with writing and submitting public comments on federal agency health policy issues
- 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, excellent judgment and demonstrated persuasive advocacy skills.
- Proficiency with Microsoft Office and web-based congressional tracking tools and programs (e.g., Fiscal Note or Congressional Quarterly)
- Capitol Hill experience and/or work in the non-profit sector (preferred)
- Commitment to serving the public interest and passion for health policy, aging and medical research
- Creativity, enthusiasm, and willingness to be hands-on
- Strong problem solving and negotiating skills
- Flexibility and openness to new ideas and new approaches
- Ability to balance multiple competing priorities and balance allocation of time between efforts
- Must be authorized to work in the United States
- Employees should live in the DMV area. Employees will be required to attend in-person staff meetings, two annual board meetings, the Alliance's annual Heroes in Health Celebration, and external business meetings, as requested. Additionally, employees are encouraged to participate in team-building activities. The frequency of in-person meetings is subject to change and may vary depending on position held

The Alliance for Aging Research offers excellent benefits, including employer-paid health, dental/vision insurance, life insurance, long and short-term disability, paid maternity/paternity leave, flexible spending account, qualified transportation benefit, 401K retirement plan with matching, free gym access, monthly cell phone allowance or company issued cell phone, employee assistance program, fourteen (14) days of paid health and wellness leave, and four weeks of paid vacation, 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: \$90,400 to \$95,000, 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 "Director of Public Policy and Government Relations".

Closing date: September 18, 2026