

## Position Description

<b>Job Title</b>	Director, Legislative Affairs
<b>Reports to</b>	VP, Advocacy
<b>Date</b>	10/1/2023
<b>Purpose Statement</b>	
This position supports the North Carolina Medical Society (NCMS) legislative advocacy program, monitors legislative and political developments, and works with team members, Society members and partner organizations to identify, evaluate, and address issues of importance or concern to the NCMS. The Director, Legislative Affairs serves as a liaison with the North Carolina General Assembly and other stakeholder organizations to promote NCMS strategic and legislative priorities and the value of NCMS advocacy efforts to Society members.	
<b>Qualifications</b>	
Experience	<ul style="list-style-type: none"> <li>• Strong background in policy research and analysis</li> <li>• Strong background in writing and oral communication</li> <li>• Experience in leading a team</li> <li>• Experience solving complex legislative issues independently</li> <li>• Familiarity of processes and procedures at all levels of government</li> </ul>
Education	Bachelor's degree required. Advanced degree in law, health policy, public administration, or similar field preferred.
Technology	Microsoft Office software (Word, Excel, Outlook, PowerPoint). Experience with membership database systems (Raiser's Edge) desirable. Experience with using NCGA website and bill tracking desirable.
<b>Key Result Areas</b>	
Legislative Advocacy	<ul style="list-style-type: none"> <li>• Educate member and non-member physicians on legislative matters impacting the medical profession and patients.</li> <li>• Support grassroots involvement among NCMS members.</li> <li>• Develop collaborative relations with allied organizations, including state specialty societies, national medical societies, and other healthcare organizations.</li> <li>• Coordinate the NCMS process for evaluating legislation and developing a position and response.</li> <li>• Monitor bills filed and related activity (legislative committee hearings, etc.) during legislative sessions to determine how the NCMS should prioritize legislation.</li> <li>• Coordinate testimony to present NCMS positions and statements to the NC General Assembly.</li> </ul>

Legislative Advocacy, <i>continued</i>	<ul style="list-style-type: none"> <li>• Build and maintain relations with legislators.</li> <li>• Coordinate filing of legislation when necessary.</li> <li>• Educate legislators and legislative staff on issues of concern and interest to the NCMS.</li> <li>• Build and maintain relations with state officials.</li> <li>• Monitor national legislative activity that may impact state legislative issues.</li> <li>• Support the coordination legislative events, including White Coat Days at the legislature and local meetings with legislators.</li> <li>• Support the relations with and involvement of contract lobbyists.</li> <li>• Support the activities of the Legislative Cabinet, including scheduling and staffing meetings and guiding the Cabinet's process for developing NCMS legislative priorities.</li> </ul>
Political Advocacy	<ul style="list-style-type: none"> <li>• Coordinate with other NCMS staff in promoting the NCMS PAC.</li> <li>• Incorporate PAC promotion in legislative presentations and updates.</li> <li>• Monitor the political influences that impact NCMS priorities.</li> <li>• Assist with candidate assessment to prioritize campaign support.</li> <li>• Attend political events as necessary.</li> <li>• Assist with communications with allied organizations' PACs (specialty societies, component societies, practices, etc.).</li> </ul>
Communications, Marketing, and External Relations	<ul style="list-style-type: none"> <li>• Provide legislative updates for NCMS publications and communications.</li> <li>• Create and coordinate legislative alerts on key issues.</li> <li>• Present legislative updates at meetings of the NCMS, specialty societies, component medical societies, academic institutions, and other organizations.</li> <li>• Assist the NCMS communications staff in replying to media inquiries, including response drafting and coordination of interviews with members and other spokespersons.</li> <li>• Work with NCMS staff in developing materials and messages to promote legislative and political advocacy involvement.</li> <li>• Identify opportunities for and assist with social media strategies to optimize messaging and engagement related to advocacy activities.</li> <li>• Represent NCMS and present on behalf of NCMS at external stakeholder committees.</li> <li>• Develop an annual report summarizing each legislative session.</li> </ul>
Additional Responsibilities	<ul style="list-style-type: none"> <li>• Support the work of NCMS committees and other initiatives that pertain to NCMS advocacy activities.</li> <li>• Perform other duties and responsibilities as assigned.</li> <li>• Adhere to NCMS administrative policies on purchasing, travel, personnel, etc.</li> <li>• Evening and weekend meetings overnight travel may be required.</li> </ul>
<b>Strategic Commitment</b>	
<p>A. Understand NCMS Enterprise vision, mission, goals, and values.</p> <p>B. Actively promote NCMS Enterprise to members, non-members and other stakeholders.</p> <p>C. Support an environment that encourages teamwork; open, honest and respectful communications; and where every team member is valued and accountable.</p>	

### Growth Opportunities

The Division leadership commits to identifying the appropriate mentor within the team to answer questions, provide insight to career development, and assist with performance evaluations. This position has 3 levels: entry, experienced, and advanced. Progression through the levels is dependent on years of experience, performance, and skill development and the following:

- Education: *Example:* seeking additional education and training relevant to their job responsibilities (or something to that effect), perhaps put interaction with a mentor here.
- Experience: *Example:* years of relevant work experience, relevant skill development, level of sophistication in decision making (low, shared, independent);
- Responsibility: *Example:* able to do all that is expected, willing and able to assist others, taking on new responsibilities.
- Performance: *Example:* are you not meeting, meeting, or exceeding your strategies and tactics...
- Tools for growth include the Insights Discovery psychometric tool, built to help people understand themselves, understand others, and make the most of the relationships that affect them in the workplace.

<b>Employee Signature</b>	
<b>Date</b>	