The Kennedy Forum

Title: Chief Policy Officer

About the role
The Kennedy Forum is seeking a Chief Policy Officer with deep knowledge of federal and state health public policy to drive its ambitious mental health and substance use care advocacy agenda forward. Candidates must possess exceptional experience developing and communicating policy insights; successfully advocating for major policy changes; and managing a high-performing team. The CPO is an essential member of the Senior Leadership Team, playing a critical role in organizational stewardship and development of public policy partnerships. The Chief Policy Officer reports to the President & CEO.

TKF’s public policy agenda aims to ensure that all individuals have access to the treatment, services, insurance coverage that meets their needs and the supports necessary to promote prevention, recovery, and mental well-being. In addition to the incredible success, we have had in the above mentioned areas on both the state and federal levels, in October 2023, TKF launched the 90/90/90 by 2033 goal for the movement which states: **90% of individuals are screened** for mental or substance use disorders, **90% receive** the evidence-based services and supports they need, and **90% of those treated** can manage their symptoms and achieve recovery. We also launched [The National Strategy for MH/SUD](#). The online tool is a cross-cutting federal policy guide encompassing 220 recommendations that is now being utilized by government, the business community, nonprofit advocates, payers, providers, and consumers to learn about and then advocate for the transformation of the United States’ mental health and substance use disorder systems of care (MH/SUD).

The CPO will have several areas of focus:

**Policy Agenda Strategic Planning**
- Lead the collaborative development of a short and long-term policy and advocacy agenda in accordance with our strategic plan with clear objectives, priorities, and measures of success for our work.
- Research, collect, and analyze data on MH/SUD policy and laws to identify the gaps in state and federal policy and/or implementation and to determine which policy improvements can have the greatest impact in expanding access to the treatment, services, and supports necessary to promote prevention, recovery, and mental well-being.
• Stay abreast of current events, policies, laws, legislation, and issues related to MH/SUD and proactively drive discussions that build the team’s and our partners’ capacity to adapt strategies and initiatives as needed.
• Utilize knowledge of the government institutions and the broader political context to help mobilize and organize the resources necessary to effectively advance TKFs policy strategies in spite of any obstacles or resistance factors.
• Work with a network of partners to advance our state and federal policy and advocacy agenda.
• Assist with development of a policy communications strategy including contributing to talking points and messaging pyramids to advance policy implementation.

External Relations
• This role also serves as the policy lead to government staff, elected officials, business and community leaders, partner organizations, funders, and other stakeholders.
• Lead work groups and actively participate in TKF special committees.
• Ability to conceptualize and write research and policy briefs, whitepapers, blogs, and quickly make them available externally.
• Present on TKF’s policy work at national conferences.
• Field and triage external requests relating to policy.

Management
• The CPO manages a team of 2 staff, and 2-3 fellows and interns, helping them grow their impact as individuals and collaborate effectively.
• Manage and set work plans and budgets.
• Set and implement internal team procedures and processes.
• Conduct annual reviews and periodic feedback sessions.

We are seeking candidates who:

• Are committed to TKFs mission to Ensure a Future Where Mental Illnesses and Substance Use Can be Prevented & Treated Effectively and Equitably for All and vision of Mental Health as Essential Health.
• Have a minimum of 15 years of leadership experience, with demonstrated success in leading high-performing teams.
• Have demonstrated success in leading strategic policy reform within complex environments.
• Are a strong writer who can make technical policy issues interesting and intelligible to a general audience.
● Possess strong analytical capabilities and critical thinking skills with a proven ability to see the big picture, recognize trends, analyze data, and make strategic recommendations.

● Are an exceptional relationship builder and networker with the ability to quickly build rapport, gain trust, and establish coalitions with education and legislative partners along with other stakeholders.

● Are solutions-oriented with a proven track record of identifying gaps and opportunities to recommend impactful improvements.

● Preference will be shown to candidates who have deep knowledge of national mental health and substance use public policy in the United States, particularly as it relates to insurance coverage and parity.

● Show a deep commitment to diversity, equity, inclusion, and anti-racism with a strong fundamental understanding of the structural and social inequities in MH/SUD at a systemic level.

● Advanced degree in public policy or law preferred (MPP, JD, etc.).

● Strong preference will be given to candidates in the greater Washington, D.C. area.

● Up to 50% travel could be required for this role.

**Perks:**
Employee Value Proposition - An opportunity to participate in a high growth, values driven, and superior performance culture of impactful knowledge workers dedicated to contributing to the greater good. This involves and includes stretch assignments, the ability to work within a collaborative and inclusive environment, and the acceptance of personal responsibility for the achievement of the agreed to results and outcomes of his/her/they work efforts. In short, this is a preparatory opportunity for future personal and professional advancement. Flexible, virtual working conditions. Benefits include medical, dental, vision and 401(k).

Please send a resume and cover letter to jobs@thekennedyforum.org and include “Chief Policy Officer” in the subject line. Include your thoughts on why this is the right role and firm for you.

The Kennedy Forum makes all hiring decisions in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, different ability or disability, or any other factor unlawful under federal, state, or local law.

**People of color, indigenous, LGBTQ+, and individuals with lived experience of mental health and/or substance use disorders are strongly encouraged to apply.**