



## **The Kennedy Forum**

**Title: Government Affairs Manager/Senior Manager/Director**

### **About the role**

The Kennedy Forum is hiring for a new role in government affairs. We are looking for someone with deep knowledge of Capitol Hill, the Administration, and federal public policy to drive our ambitious mental health and substance use care advocacy agenda forward. The government affairs role will be a central member of the policy team and reports to the Chief Policy Officer. The government affairs role will have several areas of focus:

### **Educating federal policymakers:**

- Meet directly with staff in Congress, federal agencies, and the White House to advance specific legislative and regulatory priorities;
- Build relationships with policymakers to understand priorities and promote alignment with our agenda;
- Stay abreast of current political developments to identify policy windows for action.

### **Engaging in opportunities for change:**

- Review emerging federal initiatives and provide assessments of policy relevance;
- Analyze regulations, legislation, and other government actions and propose policy actions; and
- Assist with drafting and submit regulatory comments, policy briefs, and letters to Congress.

### **Raising Visibility:**

- Represent TKF at policy and advocacy events that advance the organization as a trusted advisor and forum for the field;
- Set up opportunities for TKF to engage in key events, such as Congressional hearings or closed-door meetings; and;
- Establish opportunities to disseminate policy thought leadership in insider media outlets.

### **Building coalition:**

- Maintain strong relationships with the mental health and healthcare communities;
- Forge new relationships with organizations that could collaborate on shared policy priorities; and
- Participate in coalitions that build the role of TKF in the mental health movement.

**Enhancing team impact:**

- Project manage the policy team's overall policy strategy and otherwise improve efficiency;
- Integrate new proposed policies, windows for action, recent related news, and coalition opportunities into planning considerations; and
- Prepare briefing materials for high-level meetings for TKF leadership.

**Supporting the organization:**

- Handle the administration related to the role, such as lobbying reporting;
- Manage relationship to related consultants and project manage shared work; and
- Track and ensure completion of related grant deliverables.

**We are seeking candidates who:**

- Are committed to TKF's mission to Ensure a Future Where Mental Illnesses and Substance Use Can be Prevented & Treated Effectively and Equitably for All and a vision of Mental Health as Essential Health.
- Have a minimum of 3 years of government relations experience, with demonstrated success in effective advocacy.
- Are able to both see the big picture and be detail-oriented, guiding the overall agenda while analyzing and responding to federal legislation and regulations.
- Are an exceptional relationship builder and networker with the ability to quickly build rapport, gain trust, and establish coalitions with policymakers along with other stakeholders.
- Have some experience with national mental health and substance use public policy in the United States; preference will be shown to candidates who have deep knowledge and an extensive network.
- 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.
- Must live in the greater Washington, D.C. area. This position is in-person, with an option for 2 remote days a week. This position reports to an office in the Mount Vernon/Convention Center area of DC with travel to in-person meetings in DC.
- While this position is in-person, they must be able to work with other coworkers across who are remote, including building culture and collaborating across teams.
- Up to 20% travel could be required for this role.



**About the Role:**

- Compensation and title commensurate with experience
- Benefits including medical, dental, vision, retirement plan, and paid time off
- Flexible, virtual working conditions

Please send a resume and cover letter to [nathaniel.counts@thekennedyforum.org](mailto:nathaniel.counts@thekennedyforum.org) with the subject line "Government Affairs Role."

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.**