



Healthy Futures of Texas (HFTX)

Job Description:

Policy and Advocacy Manager (Exempt)

Healthy Futures of Texas is a nonprofit organization dedicated to reducing teen and unplanned pregnancy in San Antonio and Texas. We provide and promote effective solutions that fit the needs of young people, their parents and families. We believe that young people deserve to reach their full potential-and become parents at a time that is right for them and their family.

Healthy Futures is excited to be seeking a dynamic and dedicated individual for this important leadership role for our advocacy programs. This position includes oversight of our statewide project, the Texas Women's Healthcare Coalition, the goal of which is to ensure that all Texas women have access to preventive care, including effective contraception.

JOB TITLE: Policy and Advocacy Manager

REPORTS TO: Chief Operating Officer

JOB SUMMARY: This full-time position is responsible for the policy and advocacy activities of Healthy Futures of Texas, with direct responsibility for representation of the agency to national, state and local elected officials and advocacy leaders, and for the management and coordination of the Texas Women's Healthcare Coalition.

ESSENTIAL JOB FUNCTIONS:

- Manages policy and advocacy support for Healthy Futures of Texas advocacy projects
 - monitors and tracks policy and legislative developments related to sexual health education, access to contraception, teen and unplanned pregnancy prevention, and related issues
 - helps develop legislative agenda and meets with policymakers on policy priorities
 - drafts policy analyses, testimony, community education materials, and other written documents
 - develops and maintains relationships with local associations, community groups and other key partners, policymakers and their staff
 - assists with community education presentations and events
 - assists with the Youth Advocacy Council (advocacy support, program planning)
- Manages the activities of the Texas Women's Healthcare Coalition

- develops and maintains relationships with statewide associations, community groups and other key partners, policymakers and their staff
- travels to engage Coalition members and recruit new members
- monitors and tracks policy and legislative developments related to women's preventive healthcare, including contraceptive access
- writes testimony, white papers, community education materials, public comments, and other relevant documents
- Testifies at relevant hearings and makes professional presentations to legislative and community groups
- develops strategy to further the Coalition's agenda and build Coalition support
- coordinates Coalition and Steering Committee meetings, events, and legislative visits
- Oversees e-newsletters and Coalition website updates
- Manages the budget for policy and advocacy programs
- Assists with identifying and applying for grants and contracts to support advocacy initiatives
- Supervises, orients, and manages the Advocacy Assistant, assigned staff, contractors, and interns/volunteers
- Performs other related duties and fulfills responsibilities as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree and a minimum of 2 years' experience in legislative, lobbying, or policy advocacy, preferably at the state level
- Demonstrated capacity to develop and maintain relationships with key partners; organizations; policymakers and their staff; and other stakeholders
- Passion for increasing access to family planning services and preventing unplanned and pregnancy
- Strong organizational skills, including the ability to work independently and to manage multiple projects in a fast-moving environment
- Excellent verbal and written communication skills
- A flexible schedule to accommodate some late and weekend hours
- Personal transportation and cell phone

PREFERRED QUALIFICATIONS:

- Master's degree in public policy, public health, or related field
- 3 years' experience with the legislative process at the state level in Texas
- Strong knowledge and comfort with reproductive and sexual health issues
- Bilingual (English and Spanish)
- Proficiency with social media, such as Facebook, Twitter, Emma, and WordPress

TRAVEL REQUIREMENTS

- At least one day per month in San Antonio
- Occasional recruiting and presentation trips to other parts of Texas

- Travel is not anticipated to be more than 10%

WORKING/ENVIRONMENTAL CONDITIONS

- Work location: Austin
- Office environment

FINANCIAL RESPONSIBILITY/DECISION MAKING

- Purchases needs for the Coalition and the Austin satellite office

SUPERVISION

- Policy and Advocacy Associate and other employees, contractors, volunteers, or interns as assigned

SALARY RANGE: Competitive

APPLICATION PROCEDURE: Please email a cover letter describing interest and qualifications, a résumé, a short writing sample (2-5 pages), and a list of 3 professional references to jobs@HF-TX.org

APPLICATION CLOSE DATE: December 15, 2017, or when position is filled.

Healthy Futures of Texas is an equal-opportunity employer; women, people of color, members of LGBTQ communities, and people with disabilities are encouraged to apply. Applicants should be aware that a criminal background check and drug screen will be required prior to hiring.