

Director of Public Policy

Reports to: President/CEO

FLSA Status: Exempt

Summary: The Director of Public Policy is responsible for the development and implementation of policy issues and administrative advocacy efforts. This position works closely with the President/CEO and advocacy committee in developing policy positions that are data-driven and grounded in research / best practices. This individual must develop and build relationships with key members of regulatory agencies and work closely with contracted lobbyist(s). This individual will work closely with communications staff in coordinating grassroots visits, cultivating media interest in stories / messages, and working with LeadingAge national for joint advocacy issues. This position supports and grows member value including development of new member offerings, recruitment of new members and retention of existing members.

Duties, Responsibilities, and Authority

1) Policy Development & Data Analysis

- a. Works with President/CEO and Advocacy Committee chair to support legislative advocacy efforts and lead administrative / regulatory advocacy.
- b. Supports member advocacy visits as needed. This may include logistical coordination, developing and distributing talking points, and follow-up with legislators.
- c. Collaborates with the workforce and regulatory staff to address regulatory and sub-regulatory changes, including administrative rules, survey certification processes, billing/claims processes, MCO contracting, and workforce initiatives.
- d. Collaborates with workforce and regulatory staff to develop and work within existing data sets, including cost reports, claims and utilization data, quality and assessment data to develop evidence-based policy positions.
- e. Uses other sources of information in supporting policy positions that advantage LeadingAge Ohio members.
- f. Has a financial understanding of state government and optimizes LeadingAge Ohio's related policy efforts.
- g. Works with communications staff to communicate messages and policy positions consistently and constantly to the public, members, and policymakers.
- h. Work with other stakeholders as needed to strengthen policy objectives.
- i. Advocates the strong mission-driven values of the organization.
- j. Manages the LeadingAge Political Action Committee.
- k. Maintains responsive working relationships with policymakers, with particular focus on administrative agencies (Aging, Health, OHFA, Medicaid).
- l. Monitors trends in senior living and positions LeadingAge Ohio and membership with though leadership, data, and other information.

- m. Maintain and report quarterly expenses for active lobbyists on staff.
- n. Other duties as assigned.

2) LeadingAge Ohio and Member Services/Support

- a. Contributes to planning and execution of the LeadingAge Ohio Annual Conference and Trade Show. Attendance at the LeadingAge Ohio Annual Conference and Tradeshow is expected. Employee must communicate with supervisor for exceptions.
- b. Informs development of member education that is grounded on latest regulatory and compliance changes, as well as policy and advocacy efforts.
- c. Fields member calls for reimbursement information and technical assistance.
- d. Gathers feedback from members on member satisfaction and LeadingAge Ohio offerings.
- e. Liaison to LeadingAge Ohio committees, networks and other member groups as assigned. Builds engagement with member groups and collects feedback on policy proposals.
- f. Proactively seeks out new opportunities to support provider members, including education/training, products/services, practice models, etc.
- g. Promotes LeadingAge Ohio's members and positions through member communication, visits, and contacts.
- h. Works with staff, LeadingAge, and partners/associate members to promote valuable services and increase member utilization.
- i. Biannually reviews LeadingAge Ohio website for updated policy-related information.
- j. Advocates for mission-driven, value-based organizations.

3) Skills, Experience, and Attributes

- a. A bachelor's degree in finance, information sciences, political science, health care or related field.
- b. Demonstrated proficiency in data collection and analysis and when contract services are needed.
- c. Strong working knowledge of reimbursement for post-acute services, with deep knowledge in at least one area of LeadingAge Ohio membership: subsidized housing (HUD and tax credit), Medicare/Medicaid for home health / HCBS, hospice, nursing facilities, assisted living, senior living finance.
- d. Upholds the image of the association as professional, ethical and credible.
- e. An outgoing personality that easily engages others.
- f. Strong written and verbal communication skills; ability to quickly digest information and communicate on-the-spot.
- g. Strong Microsoft Office skills, particularly Excel.
- h. Strongly self-motivated and goal oriented; must be able to time manage and coordinate workflow.
- i. History of integrity, honesty, and professionalism.

- j. Must have ability to work well in a group setting and autonomously.
- k. Must maintain a high level of initiative while focusing on the follow-through of all duties.

4) Working Conditions

- a. Hybrid working environment. Office space available.
- b. Travel within state as needed for events.
- c. Occasional travel outside the state as for national meetings and conferences.
- d. Occasional need to move objects up to 40 pounds.

LeadingAge Ohio is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. LeadingAge Ohio is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

I have reviewed the duties outlined in this job description. I accept responsibility for performing these duties to the best of my ability and will strive to improve future performance under the direction and guidance of the assigned supervisor.

Signature

Date