



**THE AIDS INSTITUTE
AIDS ALLIANCE FOR CHILDREN, YOUTH & FAMILIES
POSITION DESCRIPTION**

Title: Director of Government Affairs
Reports to: Executive Director
Location: Washington, DC

Position Summary: The Director of Government Affairs, in coordination with the Executive Director, Deputy Executive Director and AIDS Alliance Advisory Board, directs the public policy advocacy efforts and policy communications functions for AIDS Alliance for Children, Youth & Families.

Duties and Responsibilities:

- Manage public policy analysis, education of stakeholders, and advocacy activities on priority issues.
- Plan and implement public relations activities, including media relations on public policy matters, and policy and advocacy communications with AIDS Alliance's constituency.
- Serves as primary representative of AIDS Alliance to policy makers, government entities, advocacy organizations, within coalitions, and in the media.
- Research and develop written materials on relevant HIV policy issues, including position papers, reports, news alerts, and information packets related to children, youth, women, families, HIV, and sexual health.
- Provide leadership about health care policy, including services and general HIV disease policies for women, families, infants, children, and youth.
- Research and write organizational content for public policy issues, related to women, families, infants, children and youth.
- Organize and plan AIDS Alliance public policy meetings, conferences, and policy-related events, including the annual Voices conference, advocacy days and other national conferences.
- Organize and coordinate advocacy activities with health, disability and HIV-related coalitions and other HIV advocacy organizations.
- Serve as the national Ryan White Part D representative for coalitions, networks, and policy and advocacy meetings.
- Serve as the primary staff support for advisory board and committees.
- Attend TAI Board meetings when requested, and prepare communications on policy development and advocacy strategies.
- Prepare progress reports as needed.
- Supervise interns.
- Other duties as assigned.

Required Qualifications:

- Demonstrated expertise in public policy analysis, research, writing, building and managing relationships, and consensus-building.
- Knowledge of HIV/AIDS, health and funding issues affecting children, youth, women and families including Part D of the Ryan White Program.
- Outstanding communications and project management skills.
- Master's degree or equivalent work experience (at least 3 years) in public policy, public health, or related field.
- Computer and web 2.0 proficiency.
- Ability to manage multiple tasks and projects effectively and independently.
- Excellent interpersonal skills and ability to work in a multicultural environment.
- Demonstrated commitment to racial, gender and economic justice.
- Experience working in a fast-paced environment.

Preferred Qualifications:

- Master's degree in related field plus 3 years of experience working directly with HIV affected children, youth and families.
- Strong supervisory and team building skills.
- Bilingual English/Spanish.

Salary/Benefits: Salary commensurate with experience. Employer-paid health coverage and benefits.

Exempt Status: This position is exempt (or excluded) from the overtime pay and requirements of the Fair Labor Standards Act. Exempt employees are paid on a salaried basis and are not paid overtime for work outside of the normal workday. During extraordinarily busy time, compensatory time may be granted when, at the supervisor's discretion, it is appropriate and circumstances permit.

Application Procedure: Submit a **resume**, **cover letter** and **relevant writing sample** to HR@theaidsinstitute.org. This position will be open until filled. No telephone calls please.

Equal Employment: The AIDS Institute/AIDS Alliance is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, sex, gender or gender identity, national origin, veteran status, political affiliation, disabilities, sexual orientation, HIV status, or any other characteristic protected by law. Individuals with HIV/AIDS, people of color and women are encouraged to apply.