



**Director/Vice President, Government Affairs\***  
**(Exempt)**

**SUMMARY**

[The California Association of Public Hospitals and Health Systems](#) (CAPH) represents California's 21 public health care systems, which include county-affiliated systems and the five University of California academic medical centers. Together, these systems form the core of the state's health care safety net. As a trade association, CAPH works to advance policy and advocacy efforts that strengthen the capacity of its members to ensure access to comprehensive, high-quality, culturally sensitive health care services for all Californians, regardless of insurance status, ability to pay, or other circumstance, and educate the next generation of health care professionals. These efforts are strongly informed by, and take place alongside, the work of the [California Health Care Safety Net Institute](#) (SNI), the 501c3 affiliate of CAPH.

Directly reporting to the President and CEO of CAPH, the Director/Vice President of Government Affairs\* leads government relations in order to advance the organizations overall policy and advocacy agenda. This position requires detailed knowledge of CAPH's and SNI's strategies, goals, processes, and organizational (CAPH-SNI) interdependencies to effectively execute government relations strategies. This position is responsible for managing and directing staff members, joint project teams, and external lobbyists and consultants.

The ideal candidate understands and embraces the CAPH/SNI core values—dedication to the mission of ensuring equal access to high quality health care for all; collaboration with shared accountability; and overall excellence. The candidate must also demonstrate a genuine interest in health care and desire to learn from their peers and others in order to more effectively support advocacy efforts.

\*CAPH is seeking to fill one position on the Government Affairs team at either the Director or Vice President level and will make the determination based on the overall candidate pool and the individual's level of experience. This position is classified as exempt.

CAPH/SNI is an Equal Opportunity Employer with a strong commitment to racial, cultural, and ethnic diversity. Qualified applicants of all races, people with all abilities, and veterans are encouraged to apply.

**PRIMARY RESPONSIBILITIES**

The Director/Vice President of Government Affairs\* ensures organizational success at the highest levels, works in close partnership with the CAPH policy and finance teams, communications staff, and other CAPH/SNI members to effectively develop joint strategies and oversee the development and implementation of CAPH advocacy. They manage and support the ongoing development of the Senior Government Affairs Analyst and work closely with state/federal lobbyists to oversee all organizational advocacy efforts at the state and federal level. Responsibilities include, and may evolve, depending on the individual's experience and expertise:

- Develop and implement the organization's strategic political priorities and outreach to assist public health care systems and their staff strengthening relationships with elected officials at the state and federal levels
- Advance CAPH's federal policy and advocacy strategy, including building and maintaining effective relationships with key legislative staff, stakeholder groups and statewide coalitions
- Identify and implement effective methods to strengthen CAPH's and member public health care systems advocacy efforts with the state legislature on key policy issues
- Provide a high level of customer orientation and responsiveness to hospital staff members and the Board of Directors as appropriate
- Assist with the Organizations communications effort to support political strategy and advocacy (e.g., talking points, letters, and testimony)
- Manage CAPH's bill file, consisting of all relevant legislation and the development of policy recommendations and positions
- In close partnership with the Director of Communications, participate in the development and implementation of CAPH strategic communications and media strategies to advance policy and advocacy goals
- Develop, manage, and execute Government Relations events such as Federal and State Legislative Days
- Work closely with CAPH policy and finance teams to develop message content and strategy on priority policy issues
- Assist with the development and implementation of other organizational initiatives and projects as needed

## **KNOWLEDGE & EXPERIENCE**

- An advanced degree in public policy, public health, public administration, or closely related field is required
- Minimum of 5 years of health advocacy experience, policy development, and/or political outreach for Director Level, 10+ for Vice President
- Management experience highly desired, particularly in leading teams to meeting and exceeding collective goals
- Demonstrated ability to build effective relationships with key elected officials and their staff, partner organizations and CAPH/SNI members to represent both organizations in a wide variety of policy and advocacy settings
- Demonstrated ability to develop and advance public policy proposals, including legislation
- Excellent analytical skills; ability to analyze legislation and health policy proposals
- Strong capacity to think strategically and creatively to advance a public policy agenda in the political arena. Experience in grassroots politics a plus
- Sound understanding of health policy in California, particularly as it relates to underserved and low-income populations
- Outstanding written and verbal communication skills
- Ability to work effectively in a member-driven trade association environment
- Excellent interpersonal skills, collaborative in nature and have a strong sense of leadership and accountability

Salary is commensurate with experience and includes a competitive benefits package. Interested applicants should send a resume and a cover letter via email to [jobs@caph.org](mailto:jobs@caph.org)