



Vaccinate Your Family has been protecting people of all ages from vaccine-preventable diseases for over 30 years. Originally established in 1991 as Every Child by Two, Vaccinate Your Family and its staff of public health experts and advocates work to advance equitable access to lifesaving vaccines, build confidence in the safety and

benefits of vaccination, and raise awareness of the critical need for timely immunization. For more information about Vaccinate Your Family, please visit our website at vaccinateyourfamily.org.

GOVERNMENT AFFAIRS DIRECTOR

The Government Affairs Director (GAD) is responsible for strategizing, directing, and supervising state and federal government affairs strategy by engaging in direct lobbying to, and education of, policymakers as well as grassroots efforts. The GAD shall develop and implement effective policy and government affairs strategies and campaigns in support of the organization's strategic goals, mission, and vision.

The Government Affairs Director reports to the Chief Executive Officer (CEO).

Responsibilities

- Develops and executes a comprehensive, multi-year government affairs strategy by defining VYF's policy positions and priorities.
- Monitors and analyzes federal legislative action and regulations, including proposed laws, regulations, committee meetings, and administrative actions related to vaccines and vaccine access, providing regular updates and guidance to leadership.
- Develops and maintains professional relationships, coordinating with local, state, and federal policymakers, including elected, appointed, and administration officials, and their advisors to support vaccine policies and legislative efforts and ensure VYF is represented on relevant task forces, workgroups, committees, and coalitions.
- Represents VYF at meetings and events, effectively communicating VYF's positions and priorities.
- Leads monthly policy calls with partners to define policy priorities, coordinate activities, and facilitate information sharing.
- Assists trusted messengers, leadership, staff, and board members in developing presentations, talking points, testimony, and other important messaging.
- Drafts and disseminates nonpartisan, communication and resources highlighting and defining current and emerging policy issues, including calls to action to inform and activate stakeholders.
- Identifies opportunities for grassroots engagement on issues and assists as needed in the execution of advocacy activities, including coordinating office visits, correspondence, and other activities.
- Develops and supervises the distribution of VYF's annual *State of the ImmUnion* report.

- Manages policy-related content in a partner portal, including the approval of new members and the input of data.
- Maintains compliance with lobbying industry standards and reporting.
- Meets regularly with leadership to collaborate on organization-wide activities and develop reports and presentations for the Board of Directors and others.
- Contributes to the development of and adheres to an annual operating budget.
- Coordinates with the Director of Impact and Evaluation to capture key performance metrics.
- Works with the Chief Operating Officer to hire and direct vendors to facilitate projects requiring external support.
- Mentors, supervises, and evaluates direct reports, as assigned.

Qualifications

- Education may vary; an advanced degree in political science, communications, or public health is preferred, but not required.
- At least seven to ten years of related work experience developing and executing programs to influence policymakers and other external stakeholders at the national level.
- Extensive knowledge of the public health landscape.
- Strong passion for the mission and programs of Vaccinate Your Family.
- Demonstrated expertise in designing and directing strategies that drive state and federal policy decisions.
- Ability to foster an environment of accountability, healthy working relationships, and inclusivity among staff to maintain a positive and collaborative workspace.
- Outstanding communication and presentation skills and ability to work well with leadership, staff, and other key stakeholders.
- High comfort levels in a dynamic, fast-paced environment with a strong desire to resolve emergent issues quickly and efficiently.
- Clear and persuasive communicator, able to distill challenging topics.
- Detail-oriented collaborator capable of taking ownership and initiative.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Working Conditions

Vaccinate Your Family is committed to supporting employees of varying abilities and to providing reasonable accommodations to ensure individuals with disabilities thrive in their positions.

The essential functions of this job include working from a computer for long periods of time to engaging in regular communication with colleagues and external stakeholders via text, audio, and video conferencing and communication platforms. This position requires periodic travel involving overnight trips.

Vaccinate Your Family's Director of Government Affairs will work remotely but must reside in the

DC metro area.

Compensation and Benefits

Salary is commensurate with qualifications and ranges from \$100,000 to \$130,000 in addition to a benefits package covering 100% of employee medical, dental, and vision premiums, employer retirement contributions (403b), short- and long-term disability, and generous paid time off, including parental leave.

Vaccinate Your Family provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.