



## **Director, Public Affairs (Full-Time, Exempt)**

**REPORTS TO: ACLA President**

**LOCATION: Washington, DC**

### **POSITION SUMMARY**

The American Clinical Laboratory Association (ACLA) is looking for an enthusiastic candidate to play a central role on the team of a fast-paced Washington, DC advocacy organization. The ideal candidate will be a self-starter, good writer, solid project manager and trusted multi-tasker. This position offers excellent opportunities for career development and growth.

### **ESSENTIAL RESPONSIBILITIES**

- Provide advocacy support by developing internal and external communications collateral on advocacy priorities and showcasing member value to external audiences including Capitol Hill, the Administration, third-party groups and the media.
- Write educational advocacy materials; assist in the research and creation of issue briefs, one pagers, press releases and other collateral for internal and external uses.
- Initiate and maintain outreach to trade association members; gather, develop and write member stories for use in advocacy and media efforts.
- Coordinate with external communications firm on media responses, messaging, and industry value communications efforts
- Liaison with outside groups, as assigned, on aligned ACLA policy priorities, research and draft materials and coordinate follow-up on ACLA meetings.
- Develop and maintain a strong understanding of ACLA policy priorities
- Serve as project manager, as assigned, for other efforts to support and advance ACLA policy priorities.
- Draft and coordinate strategic plan with external communications firm to advance and promote ACLA's priorities with external audiences, including Capitol Hill, the Administration, third-party groups and the media.
- Other duties as assigned.

### **PROFESSIONAL EXPERIENCE, EDUCATION, AND OTHER QUALIFICATIONS**

- Bachelors' Degree in related field (e.g. English, Public Policy, Economics, Communications) or equivalent experience
- 5-7 years of work experience; health care, public affairs and campaign /or nonprofit communications experience a plus
- Ability to think creatively and strategically in a fast-paced Washington, DC advocacy organization

- Excellent, quick writing skills to develop internal and external advocacy materials
- Strategic mindset, pro-active, resourceful, and self-motivated
- Ability to be collaborative and member service-focused
- Strong interpersonal, organizational and coordinating skills
- Results-oriented with a high attention to detail
- Solid project management abilities, capable of advancing multiple communications priorities and working independently under tight deadlines
- Experience in coordinating activities and managing relationships with stakeholders
- Very limited travel may be required

## **WORKING ENVIRONMENT**

- Hybrid office and remote work model

## **APPLICATION PROCESS:**

Please submit a CV, cover letter, and two writing samples via e-mail to ACLA at [info@acla.com](mailto:info@acla.com).

ACLA provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity or expression, personal appearance, family responsibilities, results of genetic testing, educational status, political affiliation, service in the military, unemployment status, source of income, place of residence or business, or any other category protected by federal, state or local law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

ACLA is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the association and are valued for their skills, experience and unique perspectives.