



## Job Description

<b>Title:</b> National Constituency Manager	<b>Date:</b> 4/8/2019
<b>Select One:</b> <input checked="" type="checkbox"/> New Position    Revised Job Description (indicate previous position title):	
<b>Position Classification (for internal purposes):</b> Manager Functional	
<b>Status:</b> <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time; <input type="checkbox"/> Temporary (length of assignment):	<b># of hours/week:</b> 40
<b>FLSA Classification:</b> <input type="checkbox"/> Non-exempt; <input checked="" type="checkbox"/> Exempt	
<b>Office Location:</b> <input type="checkbox"/> Portland; <input checked="" type="checkbox"/> D.C.; <input type="checkbox"/> Denver; <input type="checkbox"/> LA; <input type="checkbox"/> Remote; <input type="checkbox"/> Other (Indicate):	
<b>Position Reports To (title):</b> National Director of Constituency	<b>Department:</b> Constituency

**Organization:** Compassion & Choices works nationally to improve care and expand choice at the end of life. Compassion & Choices envisions a society where everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. We engage our mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy.

**Position Summary:** This position is primarily responsible for providing visionary constituency management and stakeholder engagement for Compassion & Choices in collaboration and coordination with the state teams and consistent with Compassion & Choices’ mission. The Constituency Manager oversees Compassion & Choices national activities to reach specifically targeted constituency groups.

- Essential Duties and Responsibilities:** Core duties and responsibilities include the following (other duties may be required):
- Identify opportunities and continue to build long-term relationships with national organizations who are stakeholders in the end-of-life choice movement. Specifically targeted constituencies include faith leaders, people of color, LGBT, disability, and clinicians.
  - Engage in strategic activities that measurably increases engagement within the constituent communities, awareness of C&C resources and programs, and C&C’s profile within the movement.
  - Maintain and grow a database of contacts/storytellers within constituent groups for outreach and organizing purposes.
  - Implement existing plans to garner endorsement or support statements for C&C’s mission or programs from targeted organizations.
  - Act as an integration liaison between C&C staff in other departments and constituency staff
  - Conduct presentations (e.g., in-person, webinar, conference calls) to increase awareness of C&C and knowledge about the end-of-life choice movement.
  - Provide support to the National Director of Constituency.
  - Develop and manage a calendar of events and meetings to ensure a C&C presence, promote our mission and build our constituent base.
  - Organize end-to-end support for and participation in conferences and community events.
  - Coordinate across C&C programs and state-based teams to integrate constituent outreach efforts at the local level, including supporting hearings, educational events and community activities (e.g., tabling).
  - Synthesize public input and data collection from a variety of collection methods, such as surveys, focus groups, tabling at events, and other public events.
  - Timely and accurate completion of related reports (such as “P card” statement, performance reviews, weekly reports, time cards, etc.).
  - Demonstrates commitment to and active support of C&C’s Diversity & Inclusion program.

## Job Description

- Support of all C&C efforts as requested; including, but not limited to, activities such as sharing prospects, briefing staff donors, alerting staff of fundraising opportunities, reaching out to donors, etc.
- Knows, supports and administers the policies and procedures of C&C.
- Familiarity with and commitment to the Compassion & Choices mission.
- Other duties as assigned

**Supervisory Responsibilities:** n/a

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Critical Thinking** - Ability to actively and skillfully analyze information and convert that analysis into effective and efficient solutions; Develops ideas to achieve organizational goals; Exhibits sound and accurate judgment; Supports and explains the reasoning for decisions; Includes appropriate people in decision-making process.
- **Diversity** - Demonstrates knowledge of EEO policy. Shows respect and sensitivity for cultural differences. Educates others on the value of diversity, promotes a harassment-free environment. Builds a diverse workforce.
- **Innovation** - Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Provides information to staff/volunteers on volunteer activities; Ability to communicate effectively with a diverse audience; Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Keeps emotions under control; Remains open to others' ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.
- **Judgment** - Displays a willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains the reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.
- **Self-Management** – Strong time management skills.
- **Strategic Thinking** - Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.
- **Written Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:**  
Bachelor's degree (B. A.) in any social science; or a minimum of 8 years of related experience and/or training in health education, network building or community organizing/outreach; or equivalent combination of education and experience.
- **Language Skills:**  
Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### Job Description


- **Mathematical Skills:**  
Ability to apply concepts such as, fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:**  
Ability to define problems, inductive and deductive reasoning, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** To perform this job successfully, an individual should have a working knowledge of Google Cloud and Docs; Microsoft Office; Convio, Salesforce, and Internet software.

#### Other Qualifications

- **Travel:** Must be able and willing to travel and have own means of transportation where applicable (overnight and possible weekends); 25% of travel. Travel costs and mileage are employer paid.

#### Environmental

- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit for longer periods of time. The employee is occasionally required to stand and walk (includes maneuvering through airports and hotels). The employee must occasionally lift and/or move up to 25 pounds.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and typical of that found in an office environment.

Approved by OMT member		Title	Date
<b>Print Name:</b> Trish Bernstein	<b>Signature:</b> 	COO	4/8/18