



Job Description

Title: Field Director	Date: March 13, 2019
Select One: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Revised Job Description (indicate previous position title):	
Position Classification (for internal purposes): Manager-Strategic	
Status: <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time; <input type="checkbox"/> Temporary (length of assignment):	# of hours/week: 40+
FLSA Classification: <input type="checkbox"/> Non-exempt; <input checked="" type="checkbox"/> Exempt	
Office Location: <input type="checkbox"/> Portland; <input type="checkbox"/> D.C.; <input type="checkbox"/> Denver; <input checked="" type="checkbox"/> Remote; <input type="checkbox"/> Other (Indicate): Western states	
Position Reports To (title): National Director of Political Advocacy	Department: Political Advocacy

Organization: Across the nation, Compassion & Choices works to protect and expand end-of-life options — and to ensure that healthcare providers honor and enable patients’ decisions about their care. To make this vision a reality, Compassion & Choices focuses nationwide and within communities to empower people with information and tools to ensure they are receiving state-of-the-art care and a full range of choices for dying in comfort, dignity, and control.

Position Summary: The Field Director is primarily responsible for managing state teams to authorize, expand access, protect, and improve medical aid in dying and the full range of end-of-life options. This position is responsible for providing visionary campaign management and stakeholder engagement for Compassion & Choices in collaboration and coordination with the state team consistent with Compassion & Choices’ mission. This position will lead our state advocacy programs to build the capacity of the movement, run campaigns, ensure access, and cultivate development opportunities.

- Essential Duties and Responsibilities:** Core duties and responsibilities include the following:
- Provides direct supervision and day-to-day activities of the assigned States Advocacy Team, as agreed upon with the National Director of Political Advocacy, including budgeting, planning and staff development.
 - Advises states on legislative campaigns and ballot strategies, along with the National Director of Political Advocacy, according to an annual implementation plan in targeted geographic areas.
 - Provide leadership and oversee efforts to authorize, expand access, protect, and improve medical aid in dying and the full range of end-of-life options..
 - In conjunction with the National Director of Political Advocacy, directs the range of campaign activities, including: strategic campaign planning; contracts and budget development and management; materials/collateral; lobbyist relationships and activities; and internal structures and processes.
 - Produce weekly reports, memos as needed, and assists in drafting mid-year and annual reports. Provide regular briefings to management and allies; and draft written materials and presentations as needed.
 - Collect data and produce comprehensive reporting about program activities.
 - Evaluates and implements the strongest advocacy strategies for the assigned regional state programs to advance the organizational mission by building a significant base of supporters for medical aid-in-dying legislation and providing strategic field support to legislative and access campaigns.
 - Analyzes legislation in assigned states. Monitor and manage legislative or regulatory opportunities and threats.
 - Builds and manages a coalition of volunteers, key allies, leveraging its resources to support the campaign effort. Directs the establishment of relationships with key national and state level constituency organizations. Cultivate and maintain relationships and partnerships with healthcare industry stakeholders, regulatory agencies, allied organizations, academic policy experts, and other non-governmental stakeholders to leverage areas of common interest and achieve Compassion & Choices program goals.
 - Secures endorsements from key stakeholders, candidates, legislators, medical associations, allies, etc.

- Directs states advocacy staff on C&C's development efforts (such as sharing prospects, briefing staff & donors, alerting staff of fundraising opportunities, reaching out to donors and making direct fundraising asks). Directs the work of Regional Campaign Managers to expand development opportunities.
- Acquires knowledge of law and policy related to end-of-life issues and cultivates the ability to communicate this knowledge to diverse individuals.
- Builds capacity of the end-of-life choice movement in assigned states, and cultivates and manages grassroots and grassroots relationships to support the success of the campaign.
- Oversees statewide field efforts, and applies campaign best practices to develop and implement customized, strategic technical assistance plans necessary to support the region, staff and volunteers.
- Promotes and demonstrates effective collaboration with all C&C teams.
- Understands and operates under the structure and policies for c3/c4s.
- Represents Compassion & Choices at public events and forums as needed.
- Demonstrates commitment to and active support of C&C's Diversity & Inclusion program.
- Timely and accurate completion of related reports (such as "P card" statement, performance reviews, time cards, etc.).
- Knows, supports and administers the policies and procedures of C&C.
- Maintain appropriate relations with Compassion & Choices staff and departments.
- Familiarity with and commitment to the Compassion & Choices' mission.
- Other duties as assigned.

Supervisory Responsibilities: Manages staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding, mentoring and correcting employees; addressing complaints and resolving problems.

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

- **Adaptability** - Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs workflows and procedures.
- **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 reasoning for decisions; Includes appropriate people in decision making process.
- **Dependability** - Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Detail oriented** – Possesses extreme attention to detail; catches own errors early on.
- **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 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.
- **Planning/Organizing** – Effectively prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Strives to increase productivity. Organizes or schedules other people and their tasks. Develops realistic action plans. Works efficiently and with minimal supervision.
- **Problem Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

- **Project Management:** Demonstrated experience in successfully managing projects using goals, plans, and performance measures. Demonstrated knowledge of project management principles.
- **Quality** - Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Self-Management** – Strong time management skills.
- **Teamwork** - Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

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 in a related field (e.g.: Political Science, Public Policy, Law, Journalism) - or equivalent combination of education and experience or equivalent experience.
- Seven (7) years' directly related experience which includes:
 - Demonstrated knowledge of local, state and federal government activities and structures; the ability to assess the local and state governments as they relate to policy/advocacy issues and activities.
 - Demonstrated understanding in advocacy/public policy, community organization/mobilization, media/communications, and grassroots advocacy tactic development and implementation.
 - Experience working on a political or issue campaign strongly preferred.
 - Experience working in public health and aging policy and volunteer management preferred.
- Exceptional oral and written communication skills and ability to determine the best means of communication based on the situation.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of volunteers or employees of the organization.
- **Computer Skills:** To perform this job successfully, an individual should have working knowledge of or ability to learn Google Cloud, Salesforce, Word processing.

Other Qualifications

- **Travel:** Must be able and willing to travel and have own means of transportation where applicable (overnight and possible weekends). 40% of travel.

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. The noise level in the work environment is usually moderate and typical of that found in an office environment. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Approved by OMT member		Title	Date
Print Name: Trish Bernstein	Signature: 	COO	March 13, 2019