



Job Description

Title: Regional Advocacy & Development Manager - Southeast Region		Date: July 13, 2020
Select One: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Revised Job Description (indicate previous position title): Title change		
Position Classification (for internal purposes): Management-Functional		
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; Other (Indicate):		
Position Reports To (title): Field Director		Department: State Advocacy

Organization: Across the nation, Compassion & Choices works to create a society that affirms life and accepts the inevitability of death, embraces expanded options for compassionate dying, and empowers everyone to choose end-of-life care that reflects their values, priorities and beliefs. To make this vision a reality, we improve care, expand options and empower everyone to chart their end-of-life journey.

Position Summary:

The RADM 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 campaign management in collaboration with the Field Director consistent with Compassion & Choices’ mission. This position is responsible for effectively building the capacity of local groups, run state campaigns, ensure access, and cultivate development opportunities.

Essential Duties and Responsibilities: Core duties and responsibilities include the following:

- Develop the strategy, program plan and evaluation plan for building and implementing a model for advancing end-of-life choice in a specified region (Florida) that generates the revenue to sustain and promote long-term growth of the program and organization.
- Collaborate with the program team to effectively leverage the tools and expertise of the Compassion & Choices staff to build the capacity of local leaders to advance end-of-life options in a specified region.
- Advise states on legislative campaigns and ballot strategies, along with the Field Director and Chief Advocacy Officer, according to an annual implementation plan in targeted geographic areas.
- Collaborate and coordinate with the Compassion & Choices Chief Development Officer on the acquisition, cultivation, solicitation and stewardship of donors — taking responsibility for fully integrating development and program activities in a specified region, reaching out to new and previous donors.
- Coordinate the entire range of campaign activities including strategic campaign planning in assigned priority states. Provide direct supervision and day-to-day activities, as agreed upon with the Field Director.
- Work with Field Director and Chief Advocacy Officer to develop and manage a budget that achieves Compassion & Choices’ strategic priorities in assigned states. Ensure full integration of Compassion & Choices programs/policies.
- Work on the following: legislative targeting, development of materials/collateral, grassroots activism/ recruitment, fundraising, media and lobbying while managing internal structures and processes.
- Oversee contractor and lobbyist contracts and assist them in navigating internal C&C structures, policies and practices.
- Recruit, train and manage local action teams and volunteers in campaign states, near-next states, authorized states and assigned constituency groups to become successful campaign leaders in collaboration with the National Volunteer Program to build broader support for the end-of-life choice movement.
- Apply best practices to develop and implement customized, strategic technical assistance plans necessary to support legislators, legislative staffers and key healthcare industry stakeholders (regulatory agencies, allied organizations, academic policy experts, and other governmental and non-governmental agencies) in both campaign and authorized states, leveraging areas of common interest to achieve our goals.



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- Develop, collaborate and coordinate on strategy with the Compassion & Choices Chief Development Officer on the acquisition, cultivation, solicitation and stewardship of donors — taking responsibility for fully integrating development and program activities by reaching out to new and previous donors in a specified region that generates revenue to sustain and promote long-term growth of the program and organization.
- Draft written materials and presentations (using our graphic and style guides) to execute effective campaign plans designed to move campaigns forward, taking into account areas such as grassroots activism, grassroots recruitment, fundraising, media and lobbying.
- Promote and demonstrate effective collaboration with all C&C teams.
- Attend and participate in all relevant C&C and external meetings throughout the year, including but not limited to implementation calls, weekly staff check-ins with campaign managers, and weekly field calls.
- Understand and operate under the structure and policies for c3/c4s. Report lobbying activities for self and staff.
- Using the appropriate means, provide regular briefings to leadership, staff and allies; and attend internal team meetings, as requested.
- Support of all C&C efforts as requested; including, but not limited to, activities such as identifying prospects, briefing donors, alerting staff of fundraising opportunities, reaching out to donors, participating in phone-athons, etc.
- Represent Compassion & Choices at public events and forums with the goal of growing the movement and donor base.
- Timely and accurate completion of related reports (such as company credit card statement, performance reviews, time cards, etc.).
- Demonstrates commitment to and active support of C&C's Diversity & Inclusion program.
- Other duties as required.

Supervisory Responsibilities: Will directly supervise staff. May supervise vendors, volunteers and/or independent contractors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Values: Must be energized by the idea of working at an organization with the following values:

- **Compassionate** in our conviction that dying patients should be free of unwanted treatment, suffering or outside interference.
- **Respectful** of the autonomy of individuals to decide what end-of-life options are best for them and their family.
- **Courageous** in our willingness to confront the toughest end-of-life health challenges, disrupt the broken status quo and protect an individual's right to self-determination.
- **Credible** in all our education, advocacy and partnerships — our efforts are grounded in objective research and demonstrable facts.
- **Resilient** in our capacity to respond to opportunities and threats in the movement so that we can achieve our vision as quickly as possible.

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

- **Cost Consciousness** - Works within approved budget. Develops and implements cost saving measures. Contributes to profits and revenue. Conserves organizational resources.
- **Initiative** - Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.
- **Judgment** - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

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- **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.
- **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.
- **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.
- **Quantity** - Meets productivity standards. Completes work in timely manner. Strives to increase productivity. Works quickly.
- **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.
- **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 in a related field (e.g., Political Science, Public Policy, Law, Journalism).
- Five (5) year's directly related experience (or an equivalency of related experience and/or education may be considered), 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.
- Exceptional oral and written communication skills and ability to determine the best means of communication based on the situation.
- Knowledge of various other health, aging and advocacy organization or nonprofit organizations preferred.
- Experience working in public health and aging policy and volunteer management.
- Strong interpersonal skills and the ability to work effectively with volunteers, staff, vendors and the public as part of a team.

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 effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as, fractions, percentages, ratios, and proportions to practical situations.



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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 working knowledge of related software (e.g., Database management; Google Cloud; Internet Research; Spreadsheet; Word Processing; PowerPoint, etc.). Must have the ability to adapt to new software tools as they become available.

Other Qualifications

- **Certificates, Licenses, Registrations:** None
- **Travel:** Must be able and willing to travel and have own means of transportation where applicable (overnight and possible weekends). Up to 40% travel. Business related mileage and travel costs 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; frequently sit for longer periods of times; 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 Sr Leadership		Title	Date
Print Name: Charmaine Manansala	Signature: <i>EcManansala</i>	Chief Advocacy Officer	July 17, 2020