



JOB ANNOUNCEMENT

Senior Advocate, Policy and Legislative Affairs

Position: Senior Advocate, Policy and Legislative Affairs - Exempt

Reports to: Chief Executive Officer

Salary Range: \$70,000 - \$100,000/year DOE. Excellent benefits including a retirement plan.

Responsibilities: The Senior Advocate is responsible for utilizing the state legislative and budget processes to advance the advocacy agenda of CBHA and its member agencies.

Overview: Under direction of the CEO and Board of Directors, serves as CBHA's legislative and public policy advocate on state behavioral health bills, budget items, and other priority issues affecting nonprofit behavioral health contractors. Activities include testifying at legislative hearings, tracking and analyzing relevant legislation, coordinating appearances by CBHA representatives at legislative and regulatory hearings, participating and providing input to CBHA policy committees, creating a list of policy priorities, organizing CBHA's annual Advocacy Day, designing and presenting at CBHA's annual Policy Forums and other signature CBHA events, and providing regular updates to CBHA members on legislative, budget and policy developments, and general matters of interest with respect to the behavioral health field. The Senior Advocate also supervises one staff member- the Policy and Legislative Affairs Coordinator who assists the Senior Advocate in carrying out her/his duties.

Duties:

- **Legislation and Policy Development**
 - ✓ Actively works with the CEO, Board, staff and relevant committees to develop annual policy goals and legislative agenda.
 - ✓ Completes all tasks necessary to move legislation into law, from conceptualization through passage of a bill and its signing into statute.
 - ✓ Reviews, analyzes and develops positions on all bills of relevance to CBHA member agencies and completes all tasks necessary to support, oppose or amend targeted bills.
 - ✓ Develops appropriate analyses, positions, options and strategies to ensure state and county programs support integrated services for children, youth, adults and the elderly which includes physical health, mental health, behavioral health, housing, social services, education, substance abuse services and vocational rehabilitation.
 - ✓ Maintains lobbyist registration requirements with the Fair Political Practices Commission (FPPC).
 - ✓ Supervises the Policy and Legislative Affairs Coordinator.
- **Member Services**
 - ✓ Responds to member inquiries.
 - ✓ In coordination with the CEO and other team members, helps to plan and coordinate the annual Policy Forums, Advocacy Days and other signature CBHA events.
 - ✓ Staffs CBHA policy committees as assigned including the Public Policy Committee.
 - ✓ Represents CBHA at behavioral health meetings and events.
- **Communication**
 - ✓ Assures full communication to members regarding progress of legislative agenda through periodic:
 - Legislative tracking report
 - Legislative and budget updates
 - Legislative and budget members alerts

- Articles and updates for the CBHA newsletters and other communications as needed
 - ✓ Presents about legislative and policy initiatives at membership meetings.
 - ✓ Assists in the development, initiation and utilization of strategic communications plan.
 - ✓ Effectively engages with Capitol staff, legislators and stakeholders to support CBHA's legislative and budget agenda.
 - ✓ In coordination with the CEO and Communication and Information Coordinator, assists in development of press releases and other press related materials.
- **Strategic Partnerships**
 - ✓ Builds and maintains positive working relationships with legislators, legislative staff, staff in the Governor's office and affiliated executive and legislative offices and agencies.
 - ✓ Develops and maintains positive relationships with other public stakeholder groups in order to advocate or resolve issues of relevance to the CBHA membership; partnering with these entities on public policy advocacy whenever possible.
 - ✓ In coordination with the CEO, ensures representation at all National Council for Behavioral Health committees and programs.
 - ✓ Builds and maintains positive working partnerships and coalitions with representatives of advocacy groups with allied interests.
 - ✓ Represents CBHA at formal and informal behavioral healthcare focused advocacy meetings.
- **Miscellaneous**
 - ✓ Participates in short and long term CBHA strategic planning efforts.
 - ✓ Occasional travel as needed and assigned.
 - ✓ Other duties and projects as assigned.

Qualifications:

- **Experience**
 - ✓ At least four years of increasing levels of legislative and public policy responsibility required.
 - ✓ Experience addressing policy and legislation in all areas of behavioral health including mental health and substance use disorder services and programs.
- **Personal Qualifications**
 - ✓ Highly organized, self-motivated, and able to work independently.
 - ✓ Team player and enjoys working collaboratively with a small team of staff, CBHA member agencies, representatives of partner advocacy groups, representatives of the Administration and legislative staff and Legislators.
 - ✓ "Quick study" with demonstrated capacity to absorb complex issues, organize effective legislative strategy, and effectively carry the strategy to completion.
 - ✓ Personable and engaging, responsive to member inquiries and concerns.
 - ✓ Proficient writing skills with demonstrated experience conveying key messages clearly, timely and succinctly.
- **Education**
 - ✓ Bachelor degree required. Graduate degree preferred.

Application deadline: November 20, 2020

Application instructions: Please send a cover letter and resume as one PDF attachment to skahoalii@ccbha.org to be considered for this position. Incomplete applications will not be reviewed.