



Job Description

Job Title	DIRECTOR OF GOVERNMENT RELATIONS/LEGISLATIVE COUNSEL (State and Federal)		
Reports to	Senior Vice President, Advocacy and Policy		
Effective Date	October 1, 2024	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT THE NORTH CAROLINA HEALTHCARE ASSOCIATION

The North Carolina Healthcare Association (NCHA) is a state-wide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, and other healthcare services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared services.

PURPOSE

The Director of Government Relations/Legislative Counsel is responsible for developing and executing the NCHA's strategy on state and federal government affairs, legislative advocacy, and regulatory engagement. This role involves building and maintaining relationships with key state and federal government officials, agencies, and legislative bodies. The individual will monitor and analyze state and federal legislative and policy developments, draft legislation and position papers, and represent the NCHA in legislative discussions. Additionally, they will assist the NCHA General Counsel in providing legal insight to NCHA members on government relations (legislative and regulatory) matters and ensure NCHA's compliance with applicable lobbying, ethics and campaign finance laws and policies. Strong leadership, communication, and legal expertise are essential.

RESPONSIBILITIES

- Assist with the development and implementation of comprehensive strategies to advance the NCHA's legislative priorities and goals at the state and federal levels.
- Build and maintain relationships with key stakeholders, including government officials, industry representatives, advocacy groups, and coalition partners.
- Advocate for the NCHA's positions by engaging with legislators, regulators, and other government officials. Represent the organization in meetings, hearings, and public forums, effectively communicating the organization's positions and priorities.
- Monitor and analyze legislative and regulatory developments relevant to the NCHA's mission, identifying opportunities and anticipating threats.

- Interpret and analyze the impact of proposed and enacted legislation on the organization and its stakeholders. Develop clear, precise, and legally sound drafts of bills, amendments, and legislative proposals. Work with NCHA members, including hospital-based attorneys, as necessary and appropriate on proposed legislation and amendments.
- Assist the NCHA General Counsel with assigned legal analysis and research related to legislative proposals and policy proposals and other assigned legal tasks as needed. Provide legal insight to NCHA members on legislative and regulatory issues and ensure NCHA's compliance with applicable state and federal lobbying and campaign finance laws and regulations.
- Advise the HOSPAC Board on strategy and execution, including preparing Board presentations and ensuring successful execution of Board meetings. Manage day-to-day HOSPAC operations and other political activity to ensure compliance with all applicable federal and state laws. Assist with strategy, planning and fundraising activities for HOSPAC.
- Create NCHA-sponsored opportunities for engagement between hospital members and legislators.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Reports directly to the Senior Vice President, Advocacy & Policy and works closely with other Advocacy, Policy, and Communications team members.

EXTERNAL RELATIONSHIPS

- Has frequent contact with NCHA member executives and government relations officers. Has regular contact with legislators, legislative staff and others as needed to support the NCHA's advocacy and policy goals.
- Strong understanding of the legislative and regulatory processes at the federal and state levels.
- Excellent legal research, writing, and analytical skills.
- Strong advocacy skills, with experience in engaging with lawmakers and government officials.
- Ability to clearly and persuasively communicate complex legal and policy issues.
- Strong organizational skills, with the ability to manage multiple projects and deadlines.
- Ability to work independently and collaboratively in a fast-paced environment.

EDUCATION AND EXPERIENCE

- Juris Doctor (JD) degree from an accredited law school.
- Licensed to practice law in NC or the ability to acquire a license to practice law in NC within one year of employment.
- Minimum five (5) years of experience in government relations, preferably in a legal setting or as an in-house hospital government relations officers, or working for a state or federal government agency with a focus on healthcare and/or hospital issues.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding of the legislative and regulatory processes at the federal and state levels.
- Excellent legal research, writing, and analytical skills.
- Strong advocacy skills, with experience in engaging with lawmakers and government officials.
- Ability to clearly and persuasively communicate complex legal and policy issues.
- Strong organizational skills, with the ability to manage multiple projects and deadlines.

- Ability to work independently and collaboratively in a fast-paced environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office or home office environment. Position can be based anywhere in North Carolina.
- Requires frequent in-state travel throughout North Carolina for on-site visits with program partners and periodic meetings held at NCHA headquarters.
- Use a computer throughout the workday.

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.