

Position Description

Title: Children's Behavioral Health Policy Coordinator

Reports to: New Futures Vice President of Policy

Supervises: N/A

New Futures, New Hampshire's leading health policy and advocacy organization, is seeking an innovative and detail-oriented Policy Coordinator to lead its children's behavioral health policy work. New Futures is a nonpartisan, nonprofit organization that advocates, educates and collaborates to improve the health and wellness of all New Hampshire residents through policy change. The Children's Behavioral Health Policy Coordinator will work with New Futures' Policy and Community Engagement staff to develop and implement a comprehensive legislative and advocacy strategy to achieve identified policy goals. This is a full-time, exempt position based in Concord, NH.

The individual in this position must be entrepreneurial, possess demonstrated experience across a range of fields including program planning and coalition engagement, and must be able to work as part of a team. The Children's Behavioral Health Coordinator will be responsible for researching, developing and executing legislative strategies. The ideal candidate will have experience in health policy and knowledge of the political dynamics in New Hampshire. The Children's Behavioral Health Policy Coordinator will work collaboratively with New Futures' policy, communications and engagement staff, strategic consultants and others to help advance New Futures' policy goals.

Primary Duties and Responsibilities:

- Convene and collaborate with stakeholders in the children's behavioral health field, contracted partners, and New Futures staff to seek agreement on policy priorities, and to develop and implement a comprehensive legislative and advocacy strategy to achieve those priorities;
- Support research, analysis, communications, and advocacy efforts towards achievement of children's behavioral health policy goals and objectives;
- Track, analyze, and synthesize policy, legislative proposals, best practices, and research related to children's behavioral health policy issue areas;
- Support policies and strategies to expand the array of available services for children with behavioral health conditions in New Hampshire, consistent with System of Care values;
- Assist in information gathering and analysis; conduct literature reviews and research using academic, on-line and other resources;
- Assist with producing and distributing policy factsheets, briefs and communications materials, preparing presentations, drafting advocacy messages;
- Represent the organization effectively before legislative committees, at stakeholder meetings, and build strong relationships with aligned partner organizations;

- With New Futures' Community Engagement staff, develop and deliver legislative strategy and advocacy trainings to advocates and partners;
- Provide additional assistance as needed to support the communications, development, research, and administrative needs of other New Futures' staff;
- Frequent in-state travel and some out-of-state travel required (as needed).

Qualifications:

This position requires a minimum of two years work experience preferably in law, public policy, health care, social services or other related field, with demonstrated project management experience. A master's degree, or higher, in Law, Public Policy, Political Science, Public Administration or related field from a recognized college or university is preferred. Additional years of professional work experience in public policy may be substituted for advanced educational requirements, provided the applicant possesses a minimum of a bachelor's degree.

This position requires strong leadership and project management skills, plus the ability to work as part of a team.

- Demonstrated high-level skill and effectiveness at research, policy analysis, advocacy, and project management;
- Deep understanding of government procedure including, legislative process and administrative rulemaking;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment;
- Strong organizational and administrative competency;
- Leadership and facilitation skills, including conflict and group management;
- Exceptional writing and editing skills;
- Exceptional oral communication skills, including public speaking experience;
- Strong analytical skills, and experience applying them to legislative, and/or budget projects;
- Familiarity with Medicaid, child development, brain science and/or children's behavioral health policies and programs;
- Demonstrated experience in effective internal and external communication, collaboration, and coordination with individuals and organizations;
- Demonstrated high-level skill and effectiveness at research, policy analysis, advocacy, and project management;
- Excellent attention to detail;
- Ability to develop strong and effective working relationships with diverse and multicultural constituencies including New Futures staff, policymakers, and others;
- Knowledge of MS Office with strong word processing, Excel, database, social media platforms; and
- Strong internet research skills.

HOURS: This is a full-time, salaried, exempt position at 37.5 hours per week.

Compensation & Benefits: New Futures offers competitive benefits including: health and dental coverage; FSAs and dependent care FSAs; paid family medical leave; paid time off for individual holidays, sick and vacation; cell phone reimbursement; remote work options (as reasonably feasible based on position and nature of work); and, ongoing professional development opportunities, among others. Starting salary for this position is \$70,000.

APPLICATION PROCESS:

To Apply: Please email a cover letter and resume to April Arel, New Futures' Vice President of Finance and Operations, at the following address – aarel@new-futures.org. E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position; please do not call. Position will be open until filled.