



525 S 29th Street
Harrisburg, PA 17104

717.541.4214
717.541.4217 (f)

www.p4a.org

Government Relations Manager

The Pennsylvania Association of Area Agencies on Aging (P4A) seeks an experienced Government Relations Manager to join P4A as a reliable team member. The role will work closely with the Executive Director and Board to develop and implement an effective advocacy strategy for Pennsylvania's Aging Network and advocate on issues of interest to state policymakers, regulators, and targeted stakeholders.

Responsibilities of this position include:

- Develop and oversee a grassroots network of strong relationships with members of the Pennsylvania General Assembly and the Pennsylvania Congressional Delegation, as well as officials from the Governor's office and state departments
- Closely monitor legislation and analyze bills on state and federal levels to assess their impact on the home-based care industry
- Staff lead for Legislative and Policy Committee, which develops and guides the association's overall advocacy strategy
- Arrange and write a testimony for legislative hearings on related bills and topics
- Serve as lead for planning and executing P4A's advocacy events for members in Harrisburg, as well as in legislative districts across the state

Skills, Knowledge, Qualifications, and Experience

- Basic understanding of healthcare, Medicaid, Medicare, and/or government operations
- The ideal candidate possesses creativity and personality, has a passion for politics and the legislative process, and knows how to build consensus and develop a strong advocacy plan.
- Superior written and verbal skills, coupled with highly developed interpersonal skills
- Strong project management skills with demonstrated ability to multi-task and set priorities within tight timelines and high member expectations
- Ability to quickly grasp complex concepts and express them in clear language
- Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes

Candidates should expect a fast-paced, collegial, and collaborative work environment.

Applicants must possess a Bachelor's degree in Political Science, Business Administration, or a related field and a minimum of five (5) years of related professional experience in an advocacy role.

A valid PA Driver's License and access to reliable transportation are also required. Regular travel to P4A's office in Harrisburg is required. We offer an excellent benefits package, including group health, vision, and dental insurance and a generous retirement savings plan.

Interested applicants should email admin@p4a.org a cover letter, a two-page resume, and three work-related references.

The email's subject line must reference "Government Relations Manager."

Applications and resumes will be accepted through July 12, 2022

Salary Range \$75,547.53 - \$95,701.22 per year based on experience