



POSITION DESCRIPTION

Chief Policy Officer

BACKGROUND

Since 1991, NBCC has been at the vanguard of the breast cancer movement – elevating breast cancer to an issue of national significance, leveraging billions of federal dollars for research and care, and empowering tens of thousands of breast cancer survivors to become effective advocates for themselves, and for all those at risk of breast cancer. NBCC is grassroots driven and is the organization that will end breast cancer; we are activists who set research, public policy and legislative agendas to ensure that outcome, who tell the truth about breast cancer, upend the status quo, and empower survivors to be leaders for this cause.

POSITION SUMMARY

The Chief Policy Officer (CPO) must bring an activist perspective and an understanding of the urgency with which NBCC operates. The CPO is responsible for recommending a legislative and public policy agenda to the grassroots leadership and leading the overall strategy to implement that agenda. This individual maintains both relationships with Capitol Hill offices that can advance the agenda and a deep knowledge of public policy issues that affect NBCC's mission. The CPO oversees the development of public policy positions based on the Board approved public policy agenda. The Chief Policy Officer ensures thoughtful analysis of policy options and direction and makes certain that the necessary background information exists for the grassroots membership.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Chief Policy Officer will be responsible for, but not limited to, the following tasks:

- Supporting grassroots network advocacy efforts on a state and federal level
- Leading lobbying efforts on the federal and state level and in developing and strengthening relationships with federal and state policy makers
- Maintaining a sense of urgency surrounding NBCC's legislative and policy agenda.
- Creating educational materials and programs dealing with political strategy for the grassroots board and network
- Developing strategies to turn programs and positions into viable federal and state policy
- Developing strategies to increase support for legislative and other public policy priorities
- Expanding support for NBCC's policies and positions
- Identifying priorities to build consensus; developing issues, creating and supporting a system to manage the day-by-day tactical Capitol Hill activities and long-term organizational objectives
- Overseeing the preparation of testimony, attending and preparing for hearings, committee meetings, markups, etc.

- Monitoring, analyzing and evaluating legislation and policy impacting NBCC's agenda
- Ongoing coordination with political consultants regarding congressional strategy development and implementation by grassroots network
- Working closely with other members of the Senior Management Team to develop communication, education and fundraising materials that support NBCC's work
- Serving as a member of the Senior Management Team

QUALIFICATION & REQUIREMENTS

A senior level position, the Chief Policy Officer shall possess:

- Ability to interact at the highest level of professionalism with all grassroots advocates, consultants, corporate and board contacts, White House, state, federal and local officials and the general public
- Demonstrated supervisory, budgetary, communication and organizational skills
- Proficiency in Microsoft Office Suite
- Experience in women's health issues and public policy development and implementation a plus
- Bachelor's degree in public policy or related field a must
- Law degree preferred
- Proven leadership skills, problem solving abilities and written and oral communication skills a must
- Familiarity with breast cancer issues preferred
- Breast cancer survivors are encouraged to apply
- Minimum ten (10) years government relations experience and extensive Capitol Hill, legislative, healthcare and public policy knowledge
- Demonstrated strong strategic political skills
- Ability to operate effectively in a team-oriented, highly demanding and fluid organizational environment
- Strong analytical, critical thinking and interpersonal skills, the ability to speak and write persuasively and with clarity, strong organizational skills, adaptability to changing requirements, resourcefulness and creativity, strong attention to detail, a proven track record of being able to work under quick deadlines.
- Must be able to execute lobbying and political strategy independently and manage multiple projects within a short development cycle

NOTE This is a full-time hybrid position located in Washington, DC. At present, NBCC staff work remotely Monday and Friday, and are present in the DC office on Tuesday through Thursday.

NATIONAL BREAST CANCER COALITION VACCINATION POLICY Throughout the COVID-19 pandemic, the National Breast Cancer Coalition ("NBCC") has prioritized employee safety and well-being as well as the safety of our family members and communities. NBCC requires that all Employees be fully vaccinated and boosted against COVID-19.