

# Deputy Director, Federal Affairs

**LEVEL:** Deputy Director, Federal Affairs

**REPORTS TO:** Director, Federal Affairs

**SALARY:** Salary is negotiable depending on experience

**LOCATION:** Medicaid Health Plans of America (MHPA), Washington, D.C.

**JOB PURPOSE:** In partnership with the Director, Federal Affairs, the Deputy Director, Federal Affairs is responsible for the identification, development, and management of strategic relationships with Members of Congress, their staff, and key Congressional Committees with jurisdiction over Medicaid with the purpose of advancing the Medicaid and managed care priorities of MHPA.

## JOB DESCRIPTION

- Maintains, develops, and enhances relationships with Members of Congress (focus on Congressional leadership, House Energy and Commerce Committee, and Senate Finance Committee members, from both sides of the political spectrum), and Congressional Staff.
- Carries out federal lobbying activities advancing the priorities of the Medicaid managed care industry.
- Drafts letters to Congress and other documents intended to brief MHPA members on developments on Capitol Hill.
- Tracks legislation impacting Medicaid and the Medicaid managed care industry and works with the policy team to analyze legislation and provide feedback to Congressional staff.
- Monitor and report out on Congressional hearings, briefings, and other Medicaid/health care related events.
- Assists with MHPA PAC operations and attends political fundraisers on behalf of MHPA PAC.
- Actively engages with several Medicaid/health care related coalitions and maintains other strategic partnerships, as needed.
- Assists with the planning and execution of MHPA's Advocacy Leadership Forum (spring conference and fly in).
- Performs other duties as assigned.

## KEY SKILLS

- Knowledge of Medicaid, managed care, and/or health policy issues.
- Understanding of the federal legislative process.

- Existing relationships with key members of Congress (particular focus on members serving on House Energy and Commerce and the Senate Finance Committee), and Congressional staff.
- Knowledge about associations and Capitol Hill.
- Demonstrated problem solving and decision making
- Microsoft Office products

**KEY ATTRIBUTES**

- Professional and positive approach
- Excellent interpersonal and relationship skills
- Excellent communication skills
- Strategic thinking
- Attention to detail
- Self-motivated

**ESSENTIAL QUALIFICATIONS:** Bachelor's degree required. 5 years of experience working on Capitol Hill, in a corporation, or health care organization or trade association is preferred. Experience in Medicaid/managed care policy strongly preferred.

**COMPENSATION:** Salary is commensurate with experience and is competitive with public interest and government pay scales. MHPA also offers benefits, including insurance coverage (health, STD/LTD, AD&D, Life), a 401k retirement plan, flexible schedules and vacation and medical leave benefits.

**TO APPLY:** Please send a cover letter and resume to [jobs@mhcpa.org](mailto:jobs@mhcpa.org). Open until filled.