



Job Title	Manager of Child and Older Adult Policy
Reports To	Senior Director of Public Policy

Job Purpose

The Manager of Child and Older Adult Policy is responsible for managing and advancing MHAMD public policy goals related to children, youth and older adults.

Duties and Responsibilities

- Actively and strategically position and promote MHAMD public policy initiatives as directed, with a primary focus on child, family and older adult initiatives
- Convene, lead and grow the Children’s Behavioral Health Coalition (CBHC) and the Maryland Coalition on Mental Health and Aging
- Monitor, analyze and react to health and behavioral health policy developments impacting assigned areas, and collaborate with the Senior Director of Public Policy and public policy team in strategy implementation
- Represent MHAMD before the Maryland General Assembly and on key coalitions, and serve on internal and external committees and workgroups as assigned
- Cultivate and manage effective working relationships with other stakeholders, key elected officials, policy makers, and staff of related governmental bodies as relevant to assigned issue portfolio
- Prepare and deliver written and oral communication materials, including policy positions and agendas, fact sheets, legislative proposals and bills, testimony, website and social media content, alerts, correspondence and related materials
- Perform other duties as assigned

Qualifications

- Bachelor’s degree, master’s preferred, in Public Policy, Public Health, Social Work or related field
- At least 3 years of experience in legislative, political, community organizing and/or advocacy work
- Expertise in policy analysis and development; strong preference for candidates with knowledge of issues related to behavioral health, children and youth, older adults, and public sector health systems
- Familiarity with Maryland legislative and political processes
- Excellent strategic planning, problem-solving, critical thinking, analytical, research, oral and written communication skills
- Strong initiative, organizational skills, ability to work independently and manage multiple projects simultaneously, and flexibility in responding to frequently changing environment and needs
- Belief in citizen action and consumer involvement in public policy
- Ability to organize, motivate and lead diverse groups of individuals, and operate effectively in a team environment

- Commitment to the infusion of racial equity and social justice principles into all areas of work
- Commitment to the highest ethical standards of lobbying and professionalism
- Ability to work extended hours, including weekend work, as necessary, particularly during the state legislative session
- Reliable transportation for business use, and willingness and ability to travel as needed
- Commitment to advancing MHAMD values, mission and goals

Position Classification

Full time, exempt

General Conditions

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Standing for long periods of time
- Evening and weekend work will be required
- Mileage reimbursement
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

Travel Requirement

Ability to travel throughout the State of Maryland and attend out of state conferences as necessary

Flexible Work Arrangement

Position is FWA eligible

Location

State of Maryland