



CHI - Career Opportunity
Associate Director – Federal Government Relations & Programs

About CHI

The CHI-California Healthcare Institute was founded in 1993 as a private, independent, non-profit organization devoted to researching and advocating policy to forward the interests of California's biomedical community. Over the past 17 years, the dynamic team at CHI has built a membership of over 250 leading biomedical companies, academic and research institutions and companies involved in supporting the biomedical community.

CHI is headquartered in La Jolla, California with offices in Sacramento and Washington, D.C. that directly manage legislative advocacy, member relations and CHI communications to legislators. CHI is currently seeking an Associate Director of Federal Government Relations & Programs in the D.C. office. The full-time position, reporting to the DC-based Vice President of Public Policy, will assist in building and maintaining strong relationships with key legislators and staff, and improving policymakers' understanding of California's biomedical industry and issues important to our membership. This is a new position and the successful candidate will become an integral part of CHI's professional team.

Summary of Responsibilities:

Assist in the development and implementation of outreach/education and legislative advocacy programs as directed by the VP of Public Policy. Build and maintain alliances with CHI member companies, partner associations and other affiliate organizations. Provide legislative analysis and policy briefing papers, backgrounders and other communications on topics affecting the state's biomedical community.

Job Details:

Outreach/Education Programs

- Develop and implement programs illustrating the importance of biomedical research and innovation to improvements in healthcare, economic growth and job creation.
- Build and maintain strong relationships with CHI member companies, partner trade associations and other organizations and coalitions.
- Assist in organization of Hill briefings, roundtables and facility tours with congressional offices.
- Assist in developing and managing agendas and activities of CHI Working Groups, including Science & Math Education Strategy Working Group and Health Disparities Strategy Working Group.

Federal Legislative/Policy Duties

- Assist in developing and managing CHI Federal Legislative Committee meeting agendas and activities, including identification and monitoring of legislation of interest to CHI membership.

- Assist in developing communications to membership and delegation offices regarding CHI support or opposition to federal legislation, including preparing materials for individual company use to local Members of Congress and/or U.S. Senators.
- Research and write CHI's *Washington Report* e-newsletter for final review by VP of Public Policy.
- Monitor and report on policy and legislative-related issues and updates relevant to CHI's federal policy agenda and membership interest.
- Track and update on the CHI website the current status of the federal legislation as identified by CHI and its Federal Legislative Committee. Tracking to include legislative status as well as co-sponsorship and vote tally within the California delegation.
- Assist in direct legislative advocacy and education efforts with California delegation offices.
- Other duties as assigned, some travel required

Requirements

- Minimum of two years direct federal legislative experience.
- Minimum of B.A. or B.S. degree from nationally accredited institution.
- Excellent verbal, written and digital communications skills.
- Demonstrated record of sound political judgment and bipartisanship.

CHI Benefits:

CHI currently offers a full suite of employee benefits including company-paid medical and dental insurance coverage for employees and dependents, Health Savings Account, LTD insurance, 401(k) and profit sharing plan, health club membership benefits and a generous paid time off and paid holiday schedule.

How to Apply:

Qualified individuals should submit their resume with salary history to the CHI Director of Administration, Holly Frisque, via email: Frisque@chi.org or via mail to: 1020 Prospect Street, Suite 310, La Jolla, CA 92037