

**Delaware Healthcare Association
Job Description
Director, External Affairs and Policy**

DELAWARE HEALTHCARE ASSOCIATION JOB DESCRIPTION	
JOB TITLE: Director, External Affairs and Policy	REPORTS TO: President & CEO
JOB SUMMARY:	<p>Review and analyze regulations, legislation and health policy issues; provide staff support to Delaware Healthcare Association membership constituency committees; develop formal correspondence to members on related technical issues; attend pertinent meetings; and prepare articles for newsletters. Manage various projects centered around association initiatives.</p> <p>Operationalize Strategic Communications plan including social media plan.</p>
MAJOR FUNCTIONS:	<p>Identify, review and analyze federal and state regulatory, legislative and policy issues and potentially impact hospitals, health systems, other health care providers.</p> <p>Track and report on status of legislation and regulations.</p> <p>Provide staff support to appropriate Association constituency committees and assess technical, financial and/or clinical implications of regulations, legislation and policy issues affecting the operations of hospitals, health systems, long term care facilities and other health care providers.</p> <p>Coordinate with the hospital community to collect and publish information related to community benefit, charity care, workforce needs, and other areas identified by the Association.</p> <p>Provide technical assistance in development of Association policy statements.</p> <p>Monitor and report on Federal and State agency initiatives and identify new or revised rules, regulations and policy proposals affecting hospitals, health systems, long term care facilities and other health care providers.</p> <p>Monitor and report on other health care industry committees and/or meetings as required.</p> <p>Engage in Government Affairs activities as a registered agent as required.</p>

	<p>Develop summary memos to provide Association members with synopses of new/revised rules, regulations and policy issues affecting hospitals, health systems, long term care facilities and other health care providers.</p> <p>Manage and execute any identified educational or performance campaigns and / or projects.</p> <p>Maintain social media presence and use social media platforms as communications avenue toward targeted audiences.</p> <p>Produce internal and external communications vehicles including newsletters, press releases and other communications for external audiences.</p>
Skills Needed	<p>Social media expertise Written and verbal communications Research and analysis High degree of organization and attention to detail Project Management</p>
Minimum Educational Requirements and Experience:	<p>Bachelor’s Degree in a related field and one – three years of work experience in a health care provider or related setting or a Master’s Degree in health policy or related area.</p>