



Delaware Healthcare Association
Job Description
Policy Manager

DELAWARE HEALTHCARE ASSOCIATION JOB DESCRIPTION	
JOB TITLE: Policy Manager	REPORTS TO: Vice President of External Affairs
JOB SUMMARY:	The Policy Manager will work with the VP of External Affairs to review and analyze regulations and legislation that may impact DHA and its membership of hospitals, health systems and healthcare related organizations. Duties will include tracking and analyzing legislation and regulations; researching and preparing briefs on health policy issues; drafting policy position statements and correspondence; and representing DHA at external meetings.
MAJOR FUNCTIONS:	<p>Identify, track, review and analyze federal and state regulatory and legislative issues that potentially impact DHA’s membership of hospitals, health systems, and related healthcare organizations.</p> <p>Research health policy issues and prepare issue summary memos to be shared with DHA members.</p> <p>Provide verbal updates on issues for DHA members during relevant DHA member committee meetings.</p> <p>Develop issue advocacy materials to share with policymakers and external stakeholders.</p> <p>Draft formal correspondence communicating DHA policy positions and statements.</p> <p>Engage in Government Affairs activities as a registered agent as required.</p> <p>Provide staff support to appropriate DHA member committees.</p> <p>Attend, monitor and provide written reports on external committees, meetings, or hearings as assigned.</p> <p>Other duties/projects as assigned.</p>
SKILLS NEEDED:	<p>Written and verbal communications</p> <p>Research and analysis</p> <p>High degree of organization and attention to detail</p> <p>Project Management</p>
MINIMUM EDUCATIONAL REQUIREMENTS AND EXPERIENCE:	Bachelor’s Degree in a related field and one to three years of work experience in a health care provider or government relations related setting.



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TO APPLY:	Please email your cover letter and résumé to info@deha.org and use “Policy Manager” in the subject line.
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