



**Delaware Healthcare Association  
Job Description  
Director of Political Affairs**

<b>DELAWARE HEALTHCARE ASSOCIATION JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>  Director of Political Affairs	<b>REPORTS TO:</b> President & CEO
<b>JOB SUMMARY:</b>	The Director of Political Affairs will work with the DHA team and members to enhance the association's political and advocacy influence in Delaware. The Director will manage the DHA Political Action Committee, issue advocacy campaigns, election engagement, and other political activities. The Director will also serve as a member of the DHA advocacy team.
<b>MAJOR FUNCTIONS:</b>	<p>Manage the DHA PAC, including solicitations, contributions, and developing and executing the overall PAC strategy with input from DHA's PAC Advisory Committee.</p> <p>Develop, recommend, and execute issue advocacy, election engagement, and other political and advocacy efforts to advance DHA's agenda in Dover and Washington, D.C.</p> <p>Provide verbal updates on DHA's political activities for 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>Other duties/projects as assigned.</p>
<b>SKILLS NEEDED:</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communications skills</li> <li>• Extensive relationships with Delaware's elected and appointed policymakers</li> <li>• Experience managing political and/or advocacy campaigns.</li> <li>• High degree of organizational skills and attention to detail</li> </ul>
<b>MINIMAL EDUCATIONAL REQUIREMENTS AND EXPERIENCE:</b>	Bachelor's Degree in a related field and three to five years of work experience in political and/or advocacy roles.



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**TO APPLY:**

Please email your cover letter and résumé to [info@deha.org](mailto:info@deha.org) and use “Political Affairs” in the subject line.