POLICY DIRECTOR POSITION

The Colorado Association of Local Public Health Officials (CALPHO) is the professional association representing the leadership, staff, and partners of Colorado’s local public health agencies (LPHAs). CALPHO is an essential, non-profit partner coordinating LPHAs and other public health partners to create a constructive and collegial environment that fosters an effective and efficient public health system. Learn more about CALPHO at calpho.org.

Are you passionate about public health? Eager to shape public policy to create a healthier Colorado? Interested in working with a diverse membership to find common ground and advance smart policy solutions? – The CALPHO Policy Director is a champion and advocate for local public health. You’ll work with the Executive Director, contract lobbyist, the policy committee, the board, and the entire CALPHO membership to develop and advance important policy goals impacting local public health agencies and the communities they serve.

As the Policy Director, your responsibilities would include:

- Establish and maintain thoughtful and supportive relationships with CALPHO members.
- Facilitate action-oriented and collaborative meetings amongst LPHA directors, staff, and public health partners.
- Provide education and support to LPHA’s in their individual efforts to build relationships with policy makers and the state Board of Health.
- Regularly monitor LPHA’s policy and advocacy needs and strategize with the Executive Director to implement member supports to meet these needs.
- Represent the organization’s purpose and policy priorities to members, partners, health care leaders, policymakers, and funders.
- Coordinate policy-related research, analysis, writing, and advocacy activities from inception through completion across both the legislative and regulatory arenas.
- Promote and maintain cooperative and close working relationships with CALPHO partners, including the National Association of County and City Health Officials (NACCHO) and other associations.
- Coordinate activities with CALPHO’s contract lobbyist and other consultants to ensure the Association and local public health interests are influential in decision-making with state policy makers at the Colorado General Assembly, Colorado Governor’s Office, and Colorado Department of Public Health and Environment (CDPHE).
- Monitor the impact of policy issues for local public health including through legislative and regulatory processes.
- Maintain working knowledge and awareness of diverse policy issues in governmental public health.

This job might be for you if you have some of the following skills and experience:

- Leadership presence including strong public speaking, meeting facilitation, and negotiation skills.
• Successful experience with building and managing multi-disciplinary partnerships, workgroups, and coalitions.
• Demonstrated analytical skills, including the ability to understand public health policy trends from the perspective of multiple stakeholders, concisely explain complicated concepts, and translate between the fields of policy, advocacy, and governmental public health.
• Ability to effectively sort through multiple opportunities, prioritize appropriately, and maintain focus to execute an agenda in a complex environment.
• Experience analyzing the specific requirements and impact of legislation and public policy.
• Experience communicating complex issues and data to diverse audiences, including legislators, community groups, nonprofits, and the public.
• Demonstrated ability to interact effectively with people from diverse backgrounds and professional arenas.
• Clear and concise writing in a variety of formats and contexts (e.g., policy briefs, editorials, research summaries, web posts, email blasts, social media posts, tweets, or other products).
• The ability to work independently while remaining part of an overall team.
• Curiosity and interest in learning new information, adopting new skills, and growing over time.
• Five years of relevant experience in public policy or government relations.

To Apply:

Please submit a cover letter, resume, and writing sample to hiring@calpho.org with the subject: CALPHO Policy Director Position. Writing samples are the property of the applicant. CALPHO will not use the information provided for any other purpose than consideration of the applicant for the Policy Director position.

This is a full-time exempt position. The salary range is $70,000 to $90,000 and will be commensurate with experience. Compensation includes health insurance, dental, employer contributions to a retirement account, and a flexible work schedule in additional to paid time off. CALPHO is an equal opportunity employer that values inclusivity and the strengths of individuals from a variety of backgrounds. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

This position is in the state of Colorado and will require some statewide travel. Presence may be required at the State Capitol located in Denver, Colorado during the legislative session. CALPHO offices are in downtown Denver. CALPHO can accommodate a fully remote or hybrid work from home model. Applications will be accepted from individuals located statewide.

Applications will be accepted and reviewed on a rolling basis until the position is filled, but full consideration will be given to complete applications received by 09/09/2022. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately. No phone calls, please.