



## Field and Member Director Colorado Consumer Health Initiative

### **Mission**

The Colorado Consumer Health Initiative (CCHI) is a member-based nonprofit, nonpartisan organization dedicated to ensuring barrier-free access to quality, affordable healthcare for all Coloradans. We bring together a unified statewide voice for reform by engaging, educating, and empowering consumers and advocacy organizations to improve the healthcare system.

### **Position Purpose**

The Field and Membership Director is part of an integrated team in a small, dynamic and influential nonprofit advocacy organization based in Denver. The focus of this position is building a strong statewide coalition of active consumer advocates, including individual and organizations, dedicated to expanding access to health care through legislative and other advocacy efforts. The Field & Member Director has primary responsibility for developing strategies to engage our Health Care Action Network to achieve consumer-centered health reform consistent with CCHI's policy priorities.

### **Primary Position Responsibilities**

#### Member Program

- Direct the member and partner programs of CCHI including membership renewal and serving as primary liaison to CCHI members, partners and other advocates.
- Reach new constituencies to broaden the work of CCHI and build a diverse base of support.
- Organize annual meeting, educational forums, skills training, and other member services.

#### Field Program

- Strategically direct and conduct all organizing efforts for CCHI, including specific grant funded projects.
- Attend relevant community and coalition meetings that build coalitions and collaborations.
- Supervise the execution of the annual *Health Care Day of Action* lobby day.
- Coordinate the development and use of the *Power of One* story bank.
- Supervise the writing, editing, and dissemination of materials.

#### Policy Advocacy

- Organize testimony, public input and activities that support CCHI's advocacy efforts.
- Coordinate with policy program staff to develop and execute CCHI's advocacy agenda.
- Write, edit and send action alerts on policy and legislative issues.
- Design and implement field campaigns that support CCHI's policy and legislative priorities.

#### Database & List Management

- Manage database, using it to effectively reach constituents and track their participation.
- Develop and implement strategies for expanding reach of consumer advocate listserves.
- Track and evaluate all measurable criteria for field work according to CCHI strategic goals and grant promises.

#### Management responsibilities

- Provide supervision, mentoring, and management for other field staff.
- Staff CCHI board committees as necessary.
- Assist with grant writing, reporting, and other development tasks.
- Contribute to strategic planning and capacity building for the organization.

- Coordinate volunteer and internship programs.

## **Qualifications**

### Required Skills and Experience

- Three or more years experience in coalition work. Strong organizing background preferred.
- Extensive experience managing a program and multiple program staff.
- Demonstrated ability to build and sustain collaborative relationships
- Exceptional written and oral communications including strong presentation skills.
- Skilled management of multiple priorities including working quickly and accurately.
- Ability to work independently and strategically, meeting benchmarks and deadlines.
- Understanding of Microsoft Office; excellent computer skills.
- Flexible, team-oriented attitude.

### Preferred Skills and Experience

- Understanding of the legislative process; experience with policy and campaigns.
- Bachelor's Degree preferred.
- Ability to absorb complex policy issues and make them understandable.
- Knowledge of health policy issues.
- Experience with member-driven nonprofit organizations.
- Familiarity with e-advocacy, social networks, web maintenance.

This position requires some evening and weekend hours. Some travel in state and out of state is also necessary.

## **Compensation and Benefits**

The Field and Membership Director is a full-time, exempt position that reports to the executive director and supervises two full-time employees. Salary range is \$35,000 - \$37,000, depending on qualifications and experience. CCHI provides full benefits (health, dental, disability) and a competitive leave package.

## **Equal Employment Opportunity/Affirmative Action**

CCHI is an Equal Employment Opportunity/Affirmative Action employer and is working to expand the communities we serve and represent. We strongly encourage applicants from communities, constituencies, and identities that are under-represented in health care advocacy, including but not limited to: people of color, people with disabilities, low-income people and LGBT people.

## **To Apply**

Submit a resume and a cover letter of no more than two pages in which you respond to the following:

1. How have you strategically built and sustained collaboration among a group of organizations?
2. Describe an example of issue campaign experience.
3. What is your background or interest in health system reform advocacy or policy?

This position will remain open until filled; initial review of applications will begin on March 31, 2010. Please mail or email only, no faxes. For further information about CCHI, please visit our website at [www.cohealthinitiative.org](http://www.cohealthinitiative.org).

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