

About the Society for Vascular Surgery

The Society for Vascular Surgery advances the care and knowledge of vascular disease, which affects the veins and arteries of the body, to improve lives everywhere. It counts more than 6,400 medical professionals worldwide as members, including surgeons, physicians and nurses. For more information about vascular health and the society, please visit www.vascular.org.

The Society for Vascular Surgery is an Equal Opportunity Employer.

The SVS is looking for a full-time **Legislative Affairs Manager** to serve as a registered lobbyist on behalf of the SVS and will build/maintain effective relationships with Congressional offices, healthcare organizations, and coalitions involved with health-related issues. This individual will assure relevant information on legislation and coalition activities is brought to the attention of appropriate SVS leadership (both staff and physicians) and work to promote and implement the strategies, tactics, and programs used by the SVS to effectively represent the organization on Capitol Hill, with the administration, and throughout the House of Medicine. Additionally, the Manager will collaborate closely with the Advocacy & Public Affairs Manager to align and support programs to drive SVS advocacy member engagement and serve as a liaison for SVS member volunteers who serve on internal advocacy-related committees.

What you bring to the job

- 4+ years of experience in advocacy, government relations, or a related field, preferably within a healthcare or medical association
- Bachelor's degree (BA or BS) required
- Strong understanding of the legislative and regulatory processes, and how they relate to the healthcare field
- Excellent organizational and analytical skills, as well as the ability to adapt to a variable workload, manage multiple projects simultaneously, and function in a deadline-oriented environment.
- Ability to build relationships and work collaboratively with colleagues, SVS members, and other external contacts, including elected officials and their staff
- Ability to understand complex policy matters, potential political situations and/or ramifications and provide guidance on repercussions of proposed policies to help determine SVS policy position(s).
- Excellent written and verbal communication skills
- Proficient in Microsoft Office Suite, i.e.- Excel, PowerPoint, Word, Outlook, Teams

What you own

- Initiate and maintain relationships with Congressional offices while looking for opportunities to promote areas of mutual interest.
- Identify opportunities to advance the SVS' advocacy agenda.
- Responsible for the drafting action alerts and policy papers relating to organization's legislative priorities.
- Represent the SVS in meetings with policymakers, coalitions, and at external advocacy-related events, while building and maintaining relationships with key stakeholders.
- Develop and implement advocacy strategies and campaigns to advance SVS's policy priorities, including dissemination to Capitol Hill and other relevant audiences.
- Collaborate to develop, produce, and distribute monthly newsletters, advocacy alerts, website updates, relevant social media posts, and other department materials.

Job Posting

- Assist in the development and implementation of advocacy education programs, including creating educational materials and providing resources to enhance member engagement and effectiveness in advocacy efforts.
- Support the work of SVS's Advocacy & Policy Council, including scheduling meetings, preparing agendas and developing minutes.
- Lead efforts to develop speaker content and handout materials for the organization's bi-annual Advocacy & Leadership Conference and other "fly-in" events as needed.
- Manage lobbying compliance materials and file requisite reports.
- Perform other tasks as assigned to support the advocacy goals and objectives of SVS.

Your commitment

- **Respect:** We choose to do the right thing; for our members, for our colleagues, and for ourselves. Sharing our collective differences, talents, life experiences and self-expressions is encouraged. Treating others how they wish to be treated and receiving the same in return creates an environment where trust lives, confidence grows, and great things happen.
- **Innovation:** We have the courage to find new ways to provide value to our members, constituents, and colleagues. We challenge the status quo, consider new ideas, and are never complacent with success. We embrace a continuous learning environment and prepare for an environment of change to ensure we remain relevant.
- **Collaboration & Teamwork:** We are intentional in our ability to consider different points of view and to work effectively with others to support a shared purpose. We address conflict directly and constructively and help to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.
- **Excellence:** Our members rely on us to provide the resources and support they need to deliver the highest level of care to their patients. We are grateful for their trust and are dedicated to delivering excellence by meeting or exceeding expectations. We set a high bar and don't rest on our accomplishments but build on them to be the best.

Physical Requirements & Environment

Typical office setting with routine sitting and occasional standing. Routine use of basic office equipment and computer. Occasional lifting required to move and store office supplies. Minimal travel to attend conferences and in-person meetings. Occasional evening and/or weekend work may be required based on business needs. Remote work environment.

Our commitment

SVS offers a comprehensive and competitive recognition and reward program. We believe in professional staff development. We know that our investment in employee growth provides even greater potential for them to contribute to our organization, each other, and the community at large.

To Apply:

Please submit your resume to HRResumes@vascularsociety.org.