

Job Posting

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.

Advocacy & Public Affairs Manager

Remote (Washington, D.C. metro preferred)

Summary

The Advocacy & Public Affairs Manager will lead efforts to develop 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. The Manager will oversee the SVS Political Action Committee (SVS PAC) and grassroots program(s), serving as the liaison with SVS member volunteers who serve on internal advocacy-related committees, and SVS staff leadership. This role will also be responsible for managing relationships with external stakeholders and ensuring the effective execution of advocacy initiatives. Additionally, the Manager will collaborate closely with the Manager, Legislative Affairs, to align and support legislative strategies and goals.

What you'll bring to the job (Requirements)

- 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
- Ability to build relationships and work collaboratively with colleagues, SVS members, and other external contacts, including elected officials and their staff
- Strong organizational skills, detail-oriented, and the ability to multitask and prioritize in a fast-paced environment
- Excellent written and verbal communication skills
- Ability to juggle multiple projects with confidence, efficiency in prioritizing
- Proficient in Microsoft Office Suite, i.e.- Excel, PowerPoint, Word, Outlook, Teams

What you'll own (Responsibilities)

- Oversee the management and growth of the SVS PAC, including fundraising, compliance, donor communication, and organizing PAC events and solicitations to engage and expand PAC membership.
- Represent the SVS in meetings with policymakers, coalitions, and at external advocacy-related events, while building and maintaining relationships with key stakeholders, often serving as the primary point of contact for SVS PAC.
- Develop and implement advocacy strategies and campaigns to advance SVS's policy priorities, including coordinating with the Senior Director on the development and execution of an efficient political giving strategy.
- Manage the development and implementation of advocacy education programs, including creating educational materials and providing resources to enhance member engagement and effectiveness in advocacy efforts.

Job Posting

- Collaborate with the Communications team to develop advocacy-related content for the SVS website, monthly newsletters/email updates, social media, and other publications.
- Lead efforts to mobilize SVS members for grassroots/grasstops advocacy campaigns, including recruitment and implementation of the REACH 535 key contacts program.
- Support the work of SVS's advocacy-related committees, including scheduling meetings, preparing agendas and developing minutes.
- Collaborate with the Sr. Director of Advocacy & Public Affairs to build programs and initiatives that educate the media, policymakers and external stakeholders on issues that are important to the SVS
- Collaborate with the Senior Director in planning and executing advocacy-related programming at the Vascular Annual Meeting (VAM).
- Collaborate with the Advocacy team and across the SVS enterprise in planning the organization's bi-annual Advocacy & Leadership Conference, as well as other "fly-in" events (as needed).
- 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 is 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. This is a remote position. Monthly 1-day travel to the HQ office is preferred.

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.

For additional information about the Society for Vascular Surgery, visit us online at www.vascular.org. To apply, please send your resume and a brief cover letter to HRResumes@vascularsociety.org.