

OPPORTUNITY: Legislative Affairs Manager (*remote & in-person*)

Philadelphia Corporation for Aging

THE ORGANIZATION

A private nonprofit organization founded in 1973, Philadelphia Corporation for Aging (PCA) is a large agency that is part of the Area Agency on Aging (AAA) nationwide network. Founded as a result of the federal Older Americans Act, the AAAs are mandated to “facilitate the area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers.” PCA carries out this mission through advocacy, stewardship of public funding, planning, development and administration of programs, and service coordination.

The mission of PCA is to improve the quality of life for older Philadelphians and adults with disabilities and assist them in achieving their maximum level of health, independence, and productivity.

THE POSITION

Reporting to the Executive Administrator of Planning in the Planning Department, the Legislative Affairs Manager will play a key role in the planning, coordinating, and implementing of PCA’s advocacy efforts on behalf of older Philadelphians and adults with disabilities in Philadelphia. This position is responsible for developing and implementing an effective legislative affairs strategy for PCA, monitoring local, state, and federal legislation and regulations that impact PCA, and advising executive leadership accordingly. This position is also responsible for serving as the agency’s liaison with elected officials and their staff to support constituent and agency needs as well as serving on relevant committees. It will involve relationship building, problem solving, research, and information-sharing activities with public offices, government agencies, and other key community leadership entities.

POSITION RESPONSIBILITIES

- Develop an annual legislative plan to further agency goals in collaboration with agency leadership.
- Monitor and analyze pending and existing legislation at the federal, state, and local levels to present action steps and/or recommendations to agency leadership.
- Act as PCA liaison with elected officials and staff members regarding relevant legislation and other issues that impact the aging network; remain well-versed on current and pending aging and other relevant legislation.
- Research legislative issues and participate in advocacy activities, including but not limited to:

- Collaborate with all stakeholders, as appropriate.
- Prepare written testimony, talking points, letters, and other advocacy tools as needed.
- Participate in internal and external committees working on legislative issues pertaining to aging matters.
- Assist with coordinating grassroots advocacy efforts with aging network agencies as appropriate.
- Identify newsworthy topics and collaborate with the agency's Communications Unit for publication in agency and local news sources and social media platforms.
- Organize annual legislative event for elected officials to discuss critical challenges and topics related to the aging network and meeting the needs of older Philadelphians.
- Act as PCA liaison for constituent services staff of public officials, including but not limited to:
 - Respond to written and phone inquiries regarding PCA consumers or services.
 - Coordinate appropriate internal connections.
 - Meet high standards of timeliness, attentiveness, follow-up, and appropriate confidentiality.
 - Prepare reports on inquiries, issues, and results.
- Make annual calls and visits to district offices of city, state, and federal elected officials representing Philadelphia to provide them with easy access to information and literature on PCA services; conduct additional visits, calls, and ongoing communication with offices as needed. Visits may also include Harrisburg and Washington D.C. offices as necessary.
- Acquire and maintain information about PCA's consumer services, policies, and procedures to adequately transmit this information to others as needed.
- Maintain up to date database of contacts from legislative and governmental offices.
- Represent PCA as needed at public, community, and other events sponsored by elected and public officials.
- Perform other duties as assigned.

PROFESSIONAL QUALIFICATIONS

Education and Experience

- Bachelor's degree required in public affairs, public relations, communications, political science, or a related field at an accredited college or university.
- Minimum of 5 years professional experience in public affairs / relations, government affairs, client or consumer services, advocacy, or related field requiring significant contact with the public.
- Demonstrated knowledge of human services systems serving older adults and adults with disabilities.
- Demonstrated knowledge of legislative and executive branches of local, state, and federal government.
- Solid project management skills developed through experience with demonstrated ability to take an active role in the development and coordination of advocacy initiatives.

Professional Characteristics

- Excellent verbal, written, and interpersonal skills.
- Excellent problem solving and decision-making skills.
- Excellent organizational and prioritization skills; ability to respond to requests timely while managing multiple projects and deadlines.
- Well-developed sense of professionalism, and leadership and negotiation skills, with demonstrated ability to build relationships.
- Self-motivated and takes initiative.
- Coordinate, organize, and execute successful advocacy initiatives.
- Represent PCA in a professional manner at all times.
- Appropriately manage and expeditiously solve inquiries that may arise.
- Ability to foster excellent internal and external relationships.

COMPENSATION

This is a remote, hybrid position, full-time, exempt position located at the Philadelphia Corporation for Aging office at 642 N. Board Street, Philadelphia, PA 19130. Work responsibilities will occur largely during weekdays; however, some evening and weekend hours will be required in order to attend events and meetings, or to respond to urgent matters. Partial remote work (work from home) is permitted and expected.

Salary Range: \$71,307 – \$82,547 depending on skills and experience. [Grade Level 10] Benefits: medical, prescription drug, vision, and dental coverage; flexible spending plan (health and dependent care); employee assistance program (EAP), life insurance, short- and long-term disability insurance, pre-tax commuting and parking benefits; 403(b) retirement plan with employer contributions and optional employee pre-tax contributions. Annual paid time off includes 13 holidays, 10 sick days, 2 personal days, and 3 weeks of vacation.

All offers of employment are subject to and contingent upon satisfactory completion of background checks as determined by PCA.

TO APPLY

PCA has retained Dunleavy & Associates as their partner for this search. In order to be considered, please submit your resume or CV via the following [LINK](#).

EEO/AAP Statement

Philadelphia Corporation for Aging provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state, or local laws.