

Date Posted: 06/08/2011

**University of Houston  
Graduate College of Social Work**

**JOB OPPORTUNITY POSTING**

**Job Title:** Manager, Legislative Affairs

**Employer/Agency:** Planned Parenthood (Washington, DC)

**Job Description:** Presents and advocates policy positions representing Planned Parenthood before the U.S. Congress and Executive branch agencies. Further PP's goals of access to reproductive health care for women and families by maintaining contact with key congressional and administration staffers, members of Congress and coalition partners. Serves as a resource for PPFA affiliates and national staff by providing information and support on federal legislation and policy.

**DUTIES AND RESPONSIBILITIES:**

1. Lobbies members of Congress and their staff on reproductive health and related legislation and serves as PPFA's "voice on the Hill" to ensure Congress is informed and aware of PPFA's message and issue priorities to influence the outcome of federal legislation and federal policies. Spends a significant amount of time on the Hill.
2. In collaboration with VP for Public Policy and Advocacy and the Policy Director, formulates and implements legislative strategy to carry out PP's goals regarding reproductive health policies and programs so key members of Congress and the Administration are informed and aware of PP's positions on issues.
3. Develops and maintains working relationships with targeted contacts in legislative and executive branches to educate them and respond to information requests on PP's positions and priorities regarding reproductive health and related issues.
4. Monitors legislative development and activities in Congress and the Administration related to and

- programs of interest to PPA. Provide PP affiliates and staff with the latest information regarding legislative activity and coordinate efforts to mobilize activities in support of PP policy positions.
5. Communicates, coordinates and strategizes with coalition partners; represents PP's positions in coalition meetings and works to develop consensus on issues in order to be most effective in lobbying activities.
  6. Prepare detailed Congressional target lists to identify members of Congress who need additional information lobbying and grassroots activities. Track members positions on domestic policy issues and monitor movement.
  7. Write legislative analysis, summaries and talking points on PP issues for members of Congress, their staff, affiliates and coalition partners.
  8. Collaborate with other PP departments to develop messages around legislative and policy issues to mobilize grassroots, raise money and garner media attending on reproductive health issues.
  9. Completes special projects as assigned and required.

**POSITION SCOPE:** Responsible for meeting assigned objectives relative to monitoring, responding to and reporting on legislative, executive and judicial branch activities. Contributes to development of Government Relations strategies and work planning. Evaluates and recommends changes in programs or activities to improve effectiveness.

**PROBLEM-SOLVING:** Responds to problems or challenges that affect the ability of Department to meet assigned goals and objectives. Must research, analyze and integrate information from various sources to determine solution. Decisions affect program or operational effectiveness, as well as interactions with other departments, divisions, affiliates, offices and/or external partners.

**KNOWLEDGE:** Job duties require a thorough understanding of the principles, concepts and methodology of the occupation, and the ability to apply such knowledge in professional settings. Regularly provides legislative services, guidance or advice to

others.

**FISCAL RESPONSIBILITY:** Responsible for making routine, relatively low-cost expenditures (such as office supplies) with prior approval from supervisor or department head.

**CONTACTS:** Regularly interacts with managers in other departments/divisions/affiliates to oversee and coordinate legislative activities. Performance assures PPFA goals are met. Promotes diversity as a core value of PPFA in interactions with internal and external constituents. Initiates and develops a broad range of important contacts that directly affect the reputation and business dealings of PPFA or its programs. Responds to critical and controversial issues and actively seeks new contacts to expand PPFA's sphere of influence in the legislative and executive branches.

**SUPERVISION:** No supervisory responsibility.

**Qualifications:**

**Education:** Bachelor's degree in Government, Public Policy or related field is required.

**Experience:** Five to seven years of directly-related work experience including lobbying and project management experience.

**Related Skills or Knowledge:** Computer literate. Comprehensive knowledge of the federal legislative process, specifically Congressional budgeting, appropriations cycle, and authorization processes. Commitment to the mission of PPFA and an understanding of women's health and reproductive rights issues. Excellent organizational, written and oral communication, customer service, problem-resolution/negotiation, and interpersonal skills. Contacts with Hill staff. Ability to function effectively as a team player. Knowledge of diverse groups, working with a multicultural workforce and sensitivity and appreciation to cultural differences is required.

**Salary/Hours:**

Salary DOE  
Full-time

**Employer/Agency:** Planned Parenthood  
**City, State, Zip:** Washington, DC

**Application Method:** Apply online at  
[https://plannedparenthoodext.hire.com/viewjob.html?e\\_rjob=42964](https://plannedparenthoodext.hire.com/viewjob.html?e_rjob=42964)

**Opening Date:** Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
Thank you***