

**Title: Director of Policy and Advocacy**

Reporting Relationship: RCI Chief of Staff, with work also directed by the The Carter Center Mental Health Program Director

Job Summary

This is a shared position between The Rosalynn Carter Institute for Caregivers (RCI) and The Carter Center Mental Health Program (TCC-MHP). RCI promotes the health, strength, and resilience of caregivers through gathering, analyzing, and sharing data, partnering with others, and promoting evidence-based programs. Reporting to the Chief of Staff, the Director of Policy and Advocacy has primary responsibility for the development and execution of public policy and advocacy strategies that support the overall RCI mission. The Carter Center MHP elevates behavioral health as a global health priority, promoting policies and practices that improve the access and availability of mental health services and address stigma in the U.S. and globally. TCC-MHP does this through evidence-based education and awareness-raising initiatives, policy change, health systems strengthening, and workforce development. The ideal candidate will be an experienced policy professional who has expertise in managing multiple priorities, can communicate efficiently and effectively with various stakeholders, and is successful at developing and managing relationships.

As part of this position, the candidate will have responsibility for developing and implementing public policy and advocacy strategies that enhance the environment for family caregivers, primary prevention for local communities, and services that support recovery for persons with mental illnesses. Strategies must also work to support caregivers' physical and mental well-being. These strategies include managing activities of advocacy consultants, overseeing the engagement of public policy, and serving as RCI and TCC-MHP's representatives to government officials and their staff.

A key responsibility for this position is to strengthen RCI and TCC-MHP's presence and relationships in Washington, DC with allied organizations, as well as with elected/appointed officials. This will require being highly visible: serving as a spokesperson at conferences or with media, attending events and conferences, and meeting with people of a variety of experiences and backgrounds. This is a remote position with preference given to a candidate within the D.C. metro area. A successful candidate will be self-motivated and resourceful. Someone successful in this position will be collaborative and work well in partnership with others. Occasional travel will be required.

Additionally, this position will serve as a strategic advisor to the RCI CEO, TCC-MHP Director, and other internal organization leaders, develop timely reporting and analysis tools for advocacy activities, and enhance overall internal cooperation and communication.

Responsibilities:

This position will work closely with other leaders at RCI and TCC-MHP to maximize RCI and TCC-MHP presence and impact in advancing RCI and TCC-MHP policy priorities. The Director of Policy and Advocacy will coordinate the efforts of RCI and TCC-MHP leaders and any public policy consultants in strategic engagement with Congress, the Executive Branch, and our partners. The Director will also coordinate engagement with RCI and TCC-MHP advocate network. They will support the work of the 4Kinds Network Manager to provide the necessary tools to support caregiver champions to ensure their voices are front and center in public policy campaigns. They will support the advancement of Mental Health Parity and School-based Behavioral Health by working closely with persons with lived experience to ensure their voices are front and center in public policy campaigns. Key responsibilities include:

- Providing leadership, along with RCI and TCC-MHP leaders and partner organizations, in the development and implementation of policy priorities and strategy.
- Leading efforts to position RCI, TCC-MHP, and their policy priorities strategically in Washington, D.C. with policymakers and influencers.
- Collaborating with other RCI and TCC-MHP leaders in cultivating relationships with key policymakers and influencers in service of RCI and TCC-MHP policy priorities.
- Supervising/ supporting other staff (not yet hired) and consultants focused on policy and advocacy.
- Participating in coalition-building activities at the national level.
- Collaborating with RCI and TCC-MHP staff and consultants responsible for coordinating state-level advocacy efforts.
- Providing timely analysis and strategic guidance on public policy issues and initiatives that impact caregivers and persons with mental illness.
- Developing and disseminating reports on legislative and regulatory activities for RCI and TCC-MHP staff, partners, and the media.
- Ensuring involvement of key caregiver and mental health champions and partner organizations in promoting shared priorities.
- Serving as RCI and TCC-MHP representative with stakeholder organizations and elected/appointed officials.
- Serving as a public policy advisor to the CEO/ Director.
- Making regional and national presentations to increase awareness of caregivers and mental health issues related to caregiving and promoting mental health and preventing substance abuse.
- Working directly with the Senior Leadership Team to cultivate funder relationships that result in future funding of RCI and TCC-MHP.
- Performing other related duties and assignments as directed by leadership.

Minimum Qualifications

- Minimum bachelor's degree in business, political science, economics, marketing, public relations, or communications. Advanced degrees in public policy, law, or public administration are preferred.
- Minimum 7 years experience in a non-profit, corporate, public affairs/relations firm, or various government policy positions.
- Excellent written, oral, and presentation skills.
- Ability to work creatively within a team environment.
- Superior project management and organizational skills.

Knowledge, Skills, & Abilities

- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with RCI and TCC-MHP staff leaders, Board of Directors, strategic advisors, donors, and staff.
- Superior management skills, with a demonstrated ability to effectively hire and manage staff and/or consultants.
- Creativity in proposing and implementing projects and initiatives.
- Ability to strategically connect initiatives to RCI and TCC-MHP's mission.
- Ability to integrate duties with other department programs to maximize impact and create efficiencies.
- Strong analytical skills to interpret data, identify trends, boost relationships and work toward solutions.
- Skill in coordinating activities with a wide variety of stakeholders.
- Experience supervising the work of others.
- Ability to productively impact both strategic and tactical initiatives.
- Excellent judgment and creative problem-solving skills with the ability to make decisions in a changing environment and anticipate future needs.
- Unimpeachable ethical standards, confidentiality, and personal integrity.
- Proficient in Microsoft Office; and

- Alignment with the mission of the Rosalynn Carter Institute for Caregivers and the Carter Center Mental Health Program with empathy for caregivers and knowledge of their stressors and mental health challenges and for communities and individuals who are working to promote mental health and support persons with mental illnesses.
- Commitment to and promotion of RCI and TCC-MHP values (empathy, advocacy, equity, collaboration, community, knowledge) and the organizations' commitment to human rights and the alleviation of suffering.