

Director of Government Affairs

As the global voice for sleep health, the National Sleep Foundation (NSF) is a leader on sleep health issues with growing importance and visibility to policymakers, Fortune 500 corporations, healthcare providers, the media, and the public. Join us in improving lives by growing understanding and appreciation of sleep.

Position Summary:

NSF is seeking a Director of Government Affairs to direct, develop and execute all sleep health advocacy activities. The Director plans and carries out legislative activities, including the prioritization of issues, the development of NSF's positions, and the formulation of strategies to advance the organization's positions on Capitol Hill. This position also oversees all grassroots advocacy and political programs, including Fly-In events, coalition building, and outreach to Congress. The Director reports to the Vice President of Programs.

Key Objectives & Responsibilities:

- Cultivates and leverages key relationships on Capitol Hill to represent the interests of NSF
- Serves as Staff Liaison to the NSF Government Affairs Committee and works with the committee to develop positions and strategies on legislative proposals at federal and state levels
- Works closely with Research staff to coordinate position development on issues
- Represents NSF before Congress, with the media, and at various industry events
- Represents NSF on industry coalitions and working groups
- Manages any outside consultants to facilitate effective legislative activity at federal and state levels
- Oversees all grassroots advocacy and political programs, including Washington Fly-In events
- Collaborates on marketing pieces and/or member educational pieces (print/digital) on legislative and grassroots issues
- Responds to press inquiries on legislative issues
- Jointly develops and manages the Government Affairs budget
- Represents the organization in a professional manner
- Ensures that advocacy programs meaningfully contribute to the Organization's mission
- Thinks creatively to conceptualize and propose new strategies and paths to advance sleep health advocacy
- Recruits, trains and oversees interns and Fellow
- Performs all other duties as needed

Position Requirements:

- Minimum of bachelor's degree
- Minimum of 5-7 years Capitol Hill and/or government agency experience
- Demonstrated success with coalition building
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to prioritize and manage a wide variety of tasks
- Thorough understanding of federal laws related to lobby reporting
- Team player who supports coworkers

To Apply:

To apply, please email your 1) resume, 2) cover letter and 3) current and desired salary using subject line "Director of Government Affairs" to hr@sleepfoundation.org. **Applications missing any of these 3 requirements will not be considered.**

Organization Overview

The National Sleep Foundation (NSF) is dedicated to improving health and well-being through sleep education and advocacy. Founded in 1990, the NSF is committed to advancing excellence in sleep health theory, research and practice. Sleepfoundation.org Sleep.org SleepHealthJournal.org

Located in Arlington, VA with convenient metro access (Ballston station), NSF offers excellent benefits, including health, dental, vision, disability and life insurance; paid vacation and sick days; retirement plan; flexible spending plan; metro pre-tax deduction program; and free fitness center in the office building.