



## Vice President of Government + Community Affairs

### Position Overview

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The Vice President of Government + Community Affairs is a senior leadership role responsible for driving Essential Access Health's policy, advocacy, and government engagement strategy at the state and federal levels. This individual will serve as the organization's primary voice in policy spaces, cultivating high-value relationships with legislators, regulators, and public agencies while positioning Essential Access Health as a trusted implementation partner and thought leader in sexual and reproductive health.

Reporting directly to the Chief of External Affairs, the VP will ensure strategic coherence across government relations, public funding positioning, community affairs, and lobbyist management. This role operates at the intersection of policy influence, public sector engagement, and mission-driven advocacy, requiring both sophisticated policy acumen and a collaborative, equity-centered approach to systems-level change.

The salary for this position is \$133,652.00. This position can be based in our Los Angeles office with a hybrid work schedule.

### Core Responsibilities

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#### Government Affairs Strategy + Leadership

Develop and execute a multi-year government affairs strategy aligned with Essential Access Health's organizational priorities and mission. Translate strategic goals into actionable policy objectives, ensuring the organization is proactively positioned on key legislative and regulatory issues.

- Lead comprehensive government affairs strategy at the state and federal levels, establishing clear policy priorities in coordination with executive leadership
- Monitor, analyze, and synthesize legislative and regulatory developments with implications for the organization's programs, funding, and mission
- Provide regular strategic briefings to the Chief of External Affairs and senior leadership on the policy landscape, emerging risks, and advocacy opportunities
- Coordinate with legal counsel and organizational leadership on compliance with lobbying disclosure requirements and nonprofit advocacy regulations

#### Policy Influence + Advocacy

Represent Essential Access Health in legislative, regulatory, and coalition spaces, advancing policy positions that reflect the organization's expertise and the communities it serves.

- Build, maintain, and deepen relationships with key state legislators, congressional representatives, regulatory agency staff, and relevant committee offices



- Represent the organization in advocacy coalitions, policy working groups, and stakeholder convenings, elevating Essential Access Health's profile as a credible policy voice
- Develop compelling policy briefs, testimony, comment letters, and position statements that translate field-level expertise into actionable policy recommendations
- Lead or support advocacy campaigns on priority issues, including mobilizing partners, preparing spokespeople, and coordinating with Communications on earned media
- Advance systems-level policy change that addresses structural barriers to sexual and reproductive health access

### **Public Funding Strategy + Alignment**

Identify and strategically position the organization to secure public funding opportunities by aligning programmatic expertise with evolving state and federal priorities.

- Lead the identification and assessment of public funding opportunities (federal, state, and local) in close coordination with the Fund Development team
- Engage public agencies proactively to share field-based insights, inform program design, and establish the organization as a preferred implementation partner
- Monitor federal and state budget processes, executive agency priorities, and grant program developments to anticipate funding trends and risks
- Ensure all government engagement reflects the organization's nonpartisan, mission-driven identity and complies with applicable restrictions on lobbying and political activity
- Provide strategic guidance to Fund Development on the policy context shaping public funding priorities and competitive positioning

### **Community Affairs + Alignment**

Oversee community affairs strategy to ensure the organization maintains meaningful, trust-based relationships with the communities it serves and that community perspectives inform advocacy positions.

- Develop and oversee a community affairs strategy that aligns with and complements the organization's broader engagement and equity commitments
- Ensure community voice is systematically integrated into advocacy priorities, policy positions, and government engagement activities
- Cultivate and steward relationships with community-based organizations, coalitions, and advocacy networks that advance shared policy goals
- Represent the organization at community forums, public hearings, and stakeholder events as appropriate

### **Lobbyist Management + Coordination**

Manage the organization's relationship with its contracted lobbyist(s), ensuring alignment between external advocacy activities and organizational priorities.

- Serve as the primary organizational liaison to the contracted lobbyist, consultants, providing strategic direction, timely information, and clear priorities
- Establish clear protocols for communication, reporting, and coordination between the lobbyist and internal teams



- Evaluate lobbyist performance and ensure engagement is producing measurable value aligned with legislative priorities
- Maintain awareness of all active lobbying activities and ensure compliance with applicable disclosure and reporting obligations

### **Team Leadership + Development**

Lead and develop the Government + Community Affairs team, building a high-performing function that operates with clarity, coordination, and impact.

- Directly supervise the Director of Government & Community Affairs, providing mentorship, clear performance expectations, and professional development support
- Define team structure, roles, and workflows to ensure efficiency and scalability as the function grows
- Foster a collaborative, mission-aligned team culture that attracts and retains strong talent
- Ensure team members are equipped with the tools, relationships, and information needed to execute effectively

### **Cross-Functional Collaboration**

Serve as an active partner to Fund Development, Communications, and other internal teams, ensuring coordinated and complementary external engagement.

- Partner with Fund Development on public funding strategy, grant positioning, and funder relationship management involving government entities
- Collaborate with Communications on advocacy messaging, media strategy, and the organization's public presence on policy issues
- Maintain clear delineation of responsibilities across External Affairs functions to avoid duplication and ensure cohesion
- Participate in organizational leadership forums and contribute to cross-functional strategic planning

## **Qualifications**

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### **Required Experience**

- 10–12+ years of progressive experience in government affairs, public policy, advocacy, or related fields, preferably in a nonprofit, health, or social services context
- Demonstrated track record of influencing state and/or federal policy outcomes, including direct engagement with legislators, regulatory agencies, or executive offices
- Experience managing contracted lobbyists or external government relations consultants
- Established relationships with California state government officials and/or federal health policy stakeholders (strongly preferred)
- Experience navigating the intersection of nonprofit advocacy, government funding, and political compliance requirements

### **Skills + Competencies**



- Strategic thinker with the ability to translate complex policy environments into clear organizational priorities and action plans
- Exceptional relationship-builder with the credibility and presence to engage effectively with senior government officials, community leaders, and executive peers
- Strong written and verbal communication skills, including the ability to develop compelling policy documents, briefings, and presentations
- Politically astute with an understanding of nonprofit advocacy boundaries, lobbying regulations, and nonpartisan engagement principles
- Collaborative leader who works effectively across functions and with diverse external stakeholders
- Commitment to equity, reproductive health access, and the communities Essential Access Health serves

## What Success Looks Like (6–12 Months)

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The following indicators reflect strong performance in this role during the first year:

| Focus Area                    | Indicators of Success   |
|-------------------------------|---|
| <b>Policy Strategy</b>        | Documented government affairs strategy aligned with organizational mission; policy priorities communicated internally and externally                        |
| <b>Government Relations</b>   | Active relationships established or strengthened with key state and federal legislators, agency officials, and regulatory bodies                            |
| <b>Lobbyist Effectiveness</b> | Clear coordination protocols in place; lobbyist efforts are aligned with legislative calendar and organizational priorities                                 |
| <b>Funding Alignment</b>      | Public funding opportunities identified and pursued in coordination with Fund Development; organization positioned as a credible implementation partner     |
| <b>Community Integration</b>  | Community perspectives systematically incorporated into advocacy positions; community affairs strategy documented and operational                           |
| <b>Team &amp; Function</b>    | Director supported with clear goals; team structure is efficient and cross-functional collaboration with Communications and Fund Development is established |

We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Essential Access offers a competitive salary + benefits. Essential Access is an M/F, Disabled, and Vet EEO/AA Employer.