ALZHEIMER’S ASSOCIATION- Greater Michigan Chapter

Position Description

POSITION TITLE: Director of Public Policy
DEPARTMENT: Public Policy
FLSA CLASSIFICATION: Exempt
STATUS: Full-Time
POSITION HOURS: 37.5 per week
BENEFITS: Health, Dental, and Vision Insurance, 401(k) Retirement Plan, Long & Short Term Disability Insurance, Life Insurance, Long Term Care Insurance and Generous Time-Off Package

GENERAL DESCRIPTION:
The Public Policy Department and the Director of Public Policy actively seek to influence the Legislative process to involve and take into consideration those with dementia and their caregivers in State and Federal policy decisions utilizing a cadre of volunteers and Association staff. This position reports to both the Greater Michigan Chapter President and the Executive Director of the Michigan Great Lakes Chapter.

MINIMUM REQUIREMENTS:
A Bachelor’s degree in a related field or a combination of education and experience which is similarly appropriate
Experience in grassroots recruitment and management of advocates
Excellent written, electronic, verbal and organizational skills
Database management abilities
Knowledge of the State and Federal legislative process
Ability to manage relationships with congressional aides, legislators, and interested constituents
Proficiency with Microsoft applications

ESSENTIAL JOB FUNCTIONS:
Ability to meet with local, state and federal legislators regarding issues pertinent to the disease and the needs of those who have the disease
Ability to recruit and support a cadre of volunteers to serve as Ambassadors and advocates on both the state and federal level to ensure they are fully educated about Public Policy issues and equipped to meet their advocacy responsibilities
Ability to engage staff, board members and volunteers and those with the disease in support of advocacy activities
Present excellent presentation skills
Ability to think strategically and build coalitions for the purpose of advancing the cause of supporting those with dementia
Active participation in agency board, leadership, departmental and general staff meetings
Ability to use data bases related to work

WORKING CONDITIONS:
Normal to fast paced office environment
Work may be stressful at times
High volume of public contact
Some nights and weekends required

EQUIPMENT:
Computer
Telephone
Fax machine
Copier/Scanner
Audiovisual equipment

PHYSICAL AND MENTAL REQUIREMENTS:
High level of integrity, diplomacy and initiative
Ability to prioritize and manage multiple priorities
Ability to work effectively with staff, volunteers and external contacts to build and maintain effective teams
Ability to travel as needed to perform job duties
Problem solving Skills
Commitment to a professional code of ethics
Ability to communicate effectively in person, in writing and electronically to a variety of audiences
Ability to work evenings and weekends

Equal Opportunity Employer

Resume: Alzheimer’s Association – Greater Michigan Chapter
Attention: Paul Kappen
25200 Telegraph Road, Suite 100
Southfield, MI 48033
Email: pkappen@alz.org
Fax: 248-799-4196