

Manager
Cancer Policy and Advocacy

The Cancer Support Community (CSC), the largest nonprofit provider of social and emotional support for people affected by cancer, is seeking a Manager to work on Federal and State level policy and advocacy activities for the Cancer Policy Institute (CPI). This role is based in Washington, D.C. Grounded in the mission to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action and sustained by community, the aim of the Cancer Policy Institute is to ensure that all people affected by cancer have **access to quality, evidence-based** care that includes both medical and psychosocial care throughout the cancer continuum.

Reflecting a bold vision in cancer advocacy, the Cancer Policy Institute at the Cancer Support Community listens closely to the voices of millions of patients and families across the nation, including those served face to face at our 170 locations, as well as those served through our hospital partnerships, online and by phone. The learning acquired through our 30+ years of direct patient service, coupled with the knowledge gained at our Research and Training Institute, fosters the translation of knowledge about the true cancer experience to policymakers and legislators on Capitol Hill and in the states, and to regulators within the Department of Health and Human Services, including, the Food and Drug Administration and the Centers for Medicare and Medicaid Services, among others.

The individual selected for this role will be a self-starter, experienced in public policy and committed to fulfilling the mission of CSC. This individual will report to the Sr. Director, Policy and Advocacy. Interested parties should submit a cover letter, salary requirements and resume' directly to careers@cancersupportcommunity.org.

MAJOR DUTIES AND RESPONSIBILITIES

- Work with the team to develop and implement the strategic plan of the Cancer Policy Institute
- Work with the team to implement CSC's regulatory and legislative agenda
- Identify emerging public policy issues in line with CSC's mission
- Conduct strategic policy analysis, research issues and draft reports (both informational and instructional) for internal and external distribution
- Secure and grow relationships with policymakers across multiple sectors
- Develop and maintain content on the CSC Public Policy webpages
- Secure and maintain database of affiliate capabilities
- Work with Sr. Director to determine CSC action on current events (e.g. sign-on letters, consortium, etc.)
- Create and maintain advocacy toolkits, including grassroots and affiliate tools

- Work with Affiliate leaders to communicate with legislators, legislative staff, Chambers of Commerce and relevant stakeholders to analyze, summarize and determine the viability of state legislation
- Uphold positive working relationships both internally and with clients, legislative sources and allied organizations
- Provide timely and appropriate responses to all communication; email and telephone inquiries
- Maintain working knowledge of government resources and information, client information and policy trends
- Research a specified set of policy issues as part of an issue team in support of CSC's strategic priorities or threats to business model
- Assist with activities related to affiliate training (Grassroots activities, Hill Briefings, quarterly educational workshops and other offerings)
- Assist with long-term financial viability plan for the organization
- Participate in policy and oncology events, coalitions and conference calls
- Other duties as assigned

IMPORTANT SKILLS AND REQUIREMENTS

- 2-3 years public policy or cancer nonprofit experience
- Experience in research and policy evaluation
- Bachelor's degree in political science, public policy, government, economics, communications or related field
- Superior writing ability required; ability to analyze and summarize complex issues
- Expertise should include coverage and reimbursement for hospitals and other health services, devices and drugs under Medicaid and Medicare; the changing insurance marketplace and the regulation of drugs, biologics and devices at the FDA
- Experience forming and leading coalitions
- Exceptional communicator who effectively understands, translates and conveys information verbally and in writing
- Strong analytical research skills
- Highly self-motivated and directed, with attention to detail
- Able to prioritize, execute tasks and meet deadlines in a high-pressure, fast-paced environment
- Credible public presence and ability to be an articulate spokesperson for CSC
- Effective collaborator, able to establish and maintain effective working relationships with a variety of constituencies
- This role may require travel up to 20% of the time

About CSC

The mission of the Cancer Support Community (CSC) is to ensure that all people impacted by cancer are empowered by knowledge, strengthened by action, and sustained by community. In 2009, The Wellness Community and Gilda's Club joined forces to become the Cancer Support Community. The combined organization, with more than 50 years of collective experience, provides the highest quality social and emotional support for people impacted by cancer through a network of over 50 licensed affiliates, more than 120 satellite locations and a vibrant online community, touching more than one million people each year.

Backed by evidence that the best cancer care includes social and emotional support, the Cancer Support Community offers these services free of charge to men, women and children with any type or stage of cancer and to their loved ones. As the largest, professionally led nonprofit network of cancer support worldwide, the Cancer Support Community delivers a comprehensive menu of personalized and essential services including support groups, educational workshops, exercise, art and nutrition classes and social activities for the entire family. In 2013, CSC delivered more than \$48 million in free services to patients and families. The Cancer Support Community is advancing the innovations that are becoming the standard in complete cancer care. So that no one faces cancer alone.