



## Senior Manager, Congressional and Political Advocacy

*Advocacy Business Unit  
Exempt*

### Reporting Structure:

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The Senior Manager, Congressional and Political Advocacy, reports to the Director, Advocacy.

### Qualifications

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Bachelors' Degree required with 5-7 years of federal legislative, political affairs, and grassroots experience. Knowledge and understanding of the legislative process, FEC laws, and political fundraising highly desirable. Capitol Hill experience and knowledge of healthcare policy (specifically relating to physician issues) a plus. Prior association work preferred. Must be able to coordinate legislative and grassroots activities and member communications in a fast-paced environment with high level of organization and attention to detail. Must have strong writing, communication and interpersonal skills, and be able to meet deadlines while managing multiple projects.

### Key Responsibilities

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- Works closely with the Advocacy team to develop lobbying priorities, strategies, and activities on Capitol Hill. Develop legislative materials for distribution to Congress and the Administration. Establish and maintain relationships with Members of Congress, relevant congressional offices, and committee staff as necessary for educational and advocacy purposes. Actively promote and assist in the management of key federal legislative and political fundraising campaigns.
- Oversees grassroots programs to enhance AAO-HNS overall advocacy strategy, including supervision of staff who manages grassroots activities.
- Work closely with the Senior Director and Director of Advocacy in strategy development for ENT PAC, the AAO-HNS political action committee. Collaborates in performing day-to-day operations of the PAC, including handling of disbursements, solicitation efforts, database updates, preparation of monthly FEC Reports, and ensuring compliance with applicable FEC regulations.

### Specific Duties

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- Monitor, track, and analyze federal legislation impacting otolaryngology-head and neck surgery.
- Develop reports, action alerts, talking points, and grassroots messages on federal legislative activity and ensure distribution to AAO-HNS members via newsletters, social media, and action alerts.
- Monitor, attend, and report on congressional hearings, briefings and meetings.
- Attend political fundraisers and events, as assigned, with some evening/weekend work required.
- Assist in staffing and planning ENT PAC Board of Advisors meetings and events, including ENT PAC conference call programs, and work with the Board to raise necessary funds, including initiating new donor programs.
- Represent the AAO-HNS on Capitol Hill, at selected meetings or within specific coalitions, with some travel necessary.

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*Please submit your resume, cover letter and salary, expectations through one of the following options:*

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to [employment@entnet.org](mailto:employment@entnet.org).
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Assist in the planning and implementation of the Advocacy programming at the AAO-HNS/F Annual Meeting, Spring Leadership Forum, and member “Lobby Days,” including facilitation of applicable Congressional speakers/guests and scheduling of meetings.
- Promote member involvement in AAO-HNS advocacy campaigns and programs.
- Draft content for the *Bulletin*, the AAO-HNS monthly publication; *The OTONews*, a weekly email communication; and *The ENT Advocate*, a monthly electronic newsletter.
- Serve as staff liaison to AAO-HNS member committees, as assigned.
- Conduct other tasks as necessary.

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