



Advocacy & Administrative Manager

REPORTS TO: Senior Vice President of Business Development & Communications
SUPERVISEES: Student Interns/Volunteers
EMPLOYMENT STATUS: Full-time Regular, Non-Exempt

PRIMARY FUNCTION: The Advocacy & Administrative Manager will support the Senior Vice President of Business Development & Communications with advocacy, policy issues, community engagement, and administration. They will assist in the development and implementation of the organization's legislative education and community engagement strategies with a wide range of initiatives to support the organization's mission and goals.

DUTIES AND RESPONSIBILITIES:

Community Organizing

- Develop and implement a community organizing strategy to grow Alliance's base.
- Conduct trainings that build the knowledge and skills of staff, Peers, and participants so they are prepared for community education and mobilization activities.
- Build and maintain relationships with community members, coalitions, and other partners.
- Organize one-on-one and large group meetings with elected and appointed officials, etc.
- Lead Alliance's planning efforts and logistical needs of meetings, legislative education trips, events, and mobilizations.
- Attend and participate in relevant meetings and committees organized by allied organizations and coalitions. Present during meetings with partners on key issues and program(s) impact(s). Create and maintain systems to track and report back on key issues.
- Communicate regularly with staff, Peers, community, and coalition members.

Legislative Education & Stewardship

- Stay abreast of legislative and organizational developments.
- Build and maintain knowledge of key city, state, and federal elected officials and issues.
- Working with the team, educate legislative members, staff, Peers, and community partners on issues vital to Alliance's work, including but not limited to Ending the HIV Epidemic, Peer workforce and employment, public entitlements, harm reduction, pharmacy access and 340B, Medicaid, HCV elimination, and other issues related to health equity.
- Keep community members, coalitions, organizations, and officials updated on Alliance's programs and impact.
- Schedule, plan, organize, and participate in advocacy meetings and activities—making sure to adequately prepare Alliance representatives.

Administration

- Assist with the preparation and submission of discretionary funding applications to the NYC Council, NYS Legislature, US Congress, and others as needed.
- Assist in the procurement and contracting for capital awards (e.g. mobile vans, initial outfitting, etc.).
- Create and report on goals; identify, track, and maintain records of all contacts.

Support for Team Initiatives

- Collaborate with Alliance's communications, development, and grants teams and consultants.
- Assist with ideas/content for messaging that is culturally appropriate, compelling, and aligned with agency priorities.
- Collaborate with team members to assist in the design, implementation, and management of an impactful volunteer program. Assist the development team with corporate volunteer activities.
- Attend regular staff and department meetings, and other external meetings, as needed.
- Attend a minimum of two annual agency events for participants, staff, and volunteers (e.g., World AIDS Day, Peer Graduation, Poetry Reading, etc.).
- Other duties as required to meet the mission of the agency and the department.

QUALIFICATIONS: The Advocacy & Administrative Manager will be organized, solution-oriented, and collaborate well. They will possess strong computer skills, especially MS Office. The position requires strong verbal and written communication skills, attention to detail, and ability to manage multiple projects. Bachelor's Degree required with at least two years of experience. Experience in legislative affairs a plus. Some travel may be required. Interest in community organizing, advocacy, non-profit management, social mission organizations, public health, and a belief in Alliance's mission and work desirable. Strong commitment to diversity, equity, and inclusion required. COVID-19 vaccination required.