



AIDSAlabama  
Housing Is Healthcare

## Job Description ~ Open Position *Director of Policy & Advocacy*

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| Reports to           | Chief Executive Officer  |
| Benefits             | Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.  |
| Salary Range         | \$52,000 (limited experience) - \$62,000 (substantial experience), annually.   |
| Minimum Requirements | Previous policy knowledge, experience with grassroots organizing and lobbying experience; exemplary writing skills, strong organizational and speaking skills, experience supervising a team, and self-motivation; must openly embrace working with all people, regardless of age, gender, race, religious background, immigration status, sexual orientation, gender identity and expression, ability, or health status; proficient computer skills and ability to work remotely when needed; reliable transportation, current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s); people living with HIV, people of color, and LGBTQ people are encouraged to apply. Must successfully complete pre-employment process. |
| Overall Mission      | AIDS Alabama is seeking a full-time employee to lead the agency's Policy & Advocacy Department. This person will manage state and federal policy efforts and advocacy initiatives that affect persons living with or disproportionately impacted by HIV, with an emphasis on LGBTQ, Black/African American, and Latinx communities. This position also manages the statewide <i>Enroll Alabama</i> program to provide health insurance to Alabamians.  |

### Areas of Responsibility

1. Manage the day-to-day operations of the Policy & Advocacy Department, including supervising a team comprised of *Enroll Alabama*, HIV advocacy (i.e., funding, prevention education, PrEP, PEP, 340B, insurance policy, access to Medicaid, etc.), community mobilization and voter engagement efforts, harm reduction advocacy, criminalization issues, LGBTQ rights, and other social justice advocacy initiatives.
2. Work closely with the CEO to coordinate national advocacy efforts related to housing, healthcare, comprehensive sexual health education, appropriations, and other key issues.
3. Be an engaged member and agency representative to national groups, including the AIDS United Public Policy Council and the Federal HIV/AIDS Policy Partnership, among others.
4. Stay informed of recent state and federal HIV-related policy changes and their impacts.
5. Work with national, state, and local organizations and allies to form coalitions.
6. Convene the Alabama HIV/AIDS Policy Partnership (AHAPP) and help set the agency's annual policy agenda, particularly for the Alabama Legislature.
7. Plan, implement, and manage a grassroots strategy that empowers people living with HIV to be trained advocates and facilitate the Positive Leadership Council.
8. Plan, implement, and manage an annual advocacy event at the state capitol for several hundred statewide advocates.
9. Be comfortable with public speaking and be capable of creating and conducting presentations to audiences of all sizes.
10. Write high-level grant applications, including federal grants, and oversee all reporting requirements.
11. Manage a departmental budget and maintain accurate funding reports.
12. Be willing to travel in and out of state as needed, including to Montgomery and Washington, D.C., for legislative visits.
13. Maintain all essential work functions in a timely manner, such as board reports, payroll time entry, keeping up with emails, etc.
14. Conduct all other duties as assigned.

**Work Environment**

1. Schedule: Work hours are full-time and may include nights, weekends, and travel.
2. Physical Requirements: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural/Environmental: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

**Benefits**

- AIDS Alabama offers competitive compensation packages, including health, vision, and dental plans; flex-time, generous PTO, and extended illness policies; fifteen paid holidays a year; life insurance and disability policies; and an employer-matched 401K Plan.
- The expected salary for this position is dependent upon experience with a chance for annual performance-based, merit increases.
- AIDS Alabama staff receive frequent opportunities for professional development and skill-building.

**Overall Expectations**

Represent the agency through all methods of communication in a way that reflects the agency’s mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fund raisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity. Sexuality is accepted as a healthy part of being human. In such a space all people are celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

**AIDS Alabama is an equal opportunity employer**

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Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

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Date