



ABOUT PREVENT BLINDNESS

Founded in 1908, Prevent Blindness is the nation's leading not-for-profit, voluntary eye health and safety organization dedicated to fighting blindness and saving sight. Focused on promoting a continuum of vision care through all life stages, Prevent Blindness touches the lives of millions of people each year by promoting eye health, safety, early detection and treatment. As we continue our sight saving mission into the next 100 years, we are fulfilling our vision of prevention through focused attention on our core public health competencies of early detection, patient support, systems enhancement, public policy, research, public awareness, and health education.

THE ROLE

The Manager, Government Affairs and Advocacy operationalizes a strategy to build and sustain public engagement in Prevent Blindness's legislative and policy agenda through grassroots advocacy communications in alignment with the Prevent Blindness policy and advocacy agenda set forth by Prevent Blindness Government Affairs leadership. The Manager, Government Affairs and Advocacy also oversees planning logistics and coordinates with internal and external partners in preparation for events such as the "Eyes on Capitol Hill" legislative fly-in, the annual World Sight Day Congressional briefing, advocacy webinars, and other government affairs events. At the direction of the Director, Government Affairs, the Manager, Government Affairs and Advocacy will also oversee a portfolio of issue areas relating to vision and eye health and identify opportunities to engage in policy actions such as comment letters, statements, stakeholder engagement, and developing resources. As needed, the Manager, Government Affairs and Advocacy represents Prevent Blindness through attendance at coalition meetings, Congressional meetings, and other issue-based forums. This role reports to the Director, Government Affairs.

RESPONSIBILITIES

Grassroots Communications –

- Operationalize a grassroots strategy to boost engagement with the Prevent Blindness legislative and policy agenda through communications, including periodic newsletters and advocacy alerts, that effectively:
 - Encourages advocates to sign-up for legislative alerts and updates,
 - Targets key lawmakers at the right time (such as around legislative meetings and key events including Eyes on Capitol Hill, World Sight Day, and awareness months in alignment with the Congressional calendar and/or coalition activity),
 - Messages the Prevent Blindness mission with respect to the legislative or policy action, and

- Uses advocate stories to leverage the need for community action and elevate the patient voice.
- Reports on activity, reach, and impact of grassroots engagement, provides recommendations to drive expansion of grassroots participation, and collaborates with key staff and affiliates as needed on strategies to improve activity and reach.
- Assist with content development for internal and external advocacy communications (such as action alerts, advocacy newsletter, social media posts, and website content), including use of written word, short video content, weblinks to resources, and graphics, to message the Prevent Blindness mission effectively and in collaboration as needed with communications team to boost visibility and circulation.

Policy –

- Manage a portfolio of issues related to vision and eye health, actively seeking opportunities to grow Prevent Blindness’s influence on policymaking process in areas of policy interest, monitor government and stakeholder activity, assess opportunities for engagement on the issue, and provide recommendations on available advocacy actions.
- Work in collaboration with the Director, Government Affairs to annually review the government affairs policy agenda to update issue prioritization and approach.
- Attends, at the direction of the Director, Government Affairs, in-person and/or virtual Congressional meetings, briefings, issue forums, coalition meetings, and other events to represent Prevent Blindness and our policy agenda and give necessary updates and take-aways from attendance.
- Assist with tracking policy outcomes from coalition engagements and other advocacy endeavors and providing periodic updates to government affairs leadership.
- Assist with maintaining relationships with legislators, staff, government officials and relevant agencies including following-up with offices, meeting preparation, and gathering materials/resources for offices as requested.

Event Planning and Coordination –

- *Eyes on Capitol Hill* – Manages all administrative aspects of patient advocacy fly-in event (Eyes on Capitol Hill, EOCH), including drafting invitations, event announcements, and registration materials, schedule training events and distribute preparation materials, coordinate on advocate meeting schedules in consultation with lobbying consultants, be a resource on event logistics with attending advocates, assist with post-event follow-up and feedback management.
- *World Sight Day Congressional Event* – Coordinate with internal staff and external partners (including event sponsors) on needed event supplies/materials (such as printing, shipping, display, etc.), coordinate on scheduling and preparation logistics for participating advocates and speakers, coordinate with Congressional offices in consultation with lobbying consultants on event space and needs, and serve as a day-of point of contact on Capitol Hill to ensure event runs evenly.
- *Webinars* – Manage invitations, registrations, and scheduling logistics for speakers and attendees, recommend communications avenues that will drive attendance, coordinate with internal staff on logistics and materials needed for event, monitor attendance and assist with program before, during, and after event, send event materials including presentation and follow-up items to attendees after event concludes.

IDEAL EXPERIENCE AND CHARACTERISTICS

- Undergraduate degree in political science, public policy, public administration, communications, public health, or related field or equivalent experience. Advanced degree preferred.
- Minimum 3-5 years of experience in a legislative, government, or political campaign environment or a nongovernmental organization; experience in patient advocacy, grassroots advocacy, health policy, or on Capitol Hill preferred.
- Proactive, watchful mindset of policy trends and issue debate crossover with Prevent Blindness goals and mission that will best position our organization to respond to a variety of current, ongoing, and future changes in federal and/or state legislation, regulation, and administrative policy.
- Ability to work independently, as part of a team, and across teams as needed.
- Ability to carry on simultaneously a variety of programs and activities.
- Ability to be flexible in an uncertain, fluid environment and apply sound judgment.
- Excellent oral and written communication skills.

WORK ENVIRONMENT

- This is a 37.5-hour a week position with full benefits.
- The position is remote from the Chicago main office. Candidates for this position must reside in the greater Washington, DC metropolitan area and be able to travel to and from DC and Capitol Hill up to 4 days per week (including occasional events after 5 pm).
- While performing duties of this job, the employee is required to regularly communicate with others and balance an independent, entrepreneurial approach to the role with accountability for time spent out of office attending work-related events.
- The candidate may be required to register as a lobbyist.
- The workplace is a smoke-free and drug-free environment.

COMPENSATION

Salary range is \$81,000-\$86,500 commensurate with experience. Excellent employee benefits.

Please send resume, cover letter, and 2-3 samples of written materials to Kyra Vaughn at kvaughn@preventblindness.org.

Prevent Blindness is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, ethnicity, ancestry, sex, sexual orientation, gender identity, marital status, parental status, religion, national origin, age, disability, veteran status, and other status legally protected by Federal, state, or local law.

Please note that we do not sponsor work visas for any positions. All applicants must be eligible to work in the United States without sponsorship.

Application Deadline: February 21, 2025