Public Affairs Manager

Posted: April 8, 2020
Application Deadline: 5pm on May 8, 2020
Hours: Full-time
Reports to: President & CEO
FLSA Status: Exempt
Salary Range: $70,000-$88,000

Context
Northwest Health Foundation is seeking a full-time Public Affairs Manager to join our team of spirited and dedicated professionals to support the mission of the foundation. This position is based in Portland, Oregon.

Founded in 1997, the Northwest Health Foundation seeks to advance, support and promote the health of the people of Oregon and Southwest Washington. The Foundation’s work includes grantmaking, community building and advocacy.

NWHF is an Equal Opportunity Employer. We are committed to equity and strongly encourage candidates from Black, Native and other communities of color, rural, disability, LGBTQ, linguistically diverse identities and the growing diversity of Oregon and Southwest Washington to apply.

Summary
The Public Affairs Manager is responsible for providing strategy, leadership, and implementation in public affairs and communications. This is a full-time, exempt position reporting to the President & CEO. Salary depending on experience. Excellent benefits package with retirement, full medical and dental insurance and generous paid time off.

Essential Duties and Responsibilities
Public Affairs
- Advance partnerships across philanthropic and public sectors to achieve a more reflective democracy. This includes through policy changes, co-learning opportunities and influence.
● Foster meaningful relationships within philanthropy, government and community-based organizations.
● Support advocacy campaigns to change public policy, often in partnership with and/or at the direction of community-based organizations.
● Manage government relations including overseeing contracted services for lobbying.

Communications and Marketing Responsibilities:
● Execute a small but mighty communications strategy that amplifies the work of community-based organizations and community-led campaigns and supports NWHF’s brand with a consistent voice and story.
● Ensure a moderate but effective online presence including website, social media and mass email communications with measures of efficacy.
● Serve as primary media contact and occasional spokesperson.
● Represent NWHF at local and national events and conferences including evening and weekend commitments.

Work Expectations
● Use sound judgment.
● Adapt to changing conditions with aplomb.
● Work collaboratively in a team environment with a spirit of cooperation.
● Communicate effectively with the right tools at the right time, including storytelling, speeches, presentations, persuasion, and negotiation.
● Cultivate an open mind and open heart; seek out and engage different perspectives.
● Work with all NWHF staff to contribute to all areas of the Foundation, as appropriate.
● Engage actively in community life in the region.
● Participate in training and professional development.
● Employ diplomacy, discretion, excellent judgment and outstanding listening.
● Share in both “big picture” thinking and administrative tasks.
● Be direct, honest and respectful with coworkers and stakeholders alike.
● Maintain punctual, regular and predictable attendance at NWHF offices.

Equity Expectations
● Offer personal interest and commitment to working in a diverse and inclusive work environment that places a high value on equity, particularly racial equity.
● Participate in promoting a positive workplace culture of collaboration, innovation and respect.
● Establish effective working relationships in a multicultural, multi-ethnic environment.
● Engage meaningfully in equity trainings.
**Physical Demands/Work Environment**

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be frequently expected to use/operate a computer. The employee is frequently required to see and whether through talking and hearing or assistive devices, to communicate in-person, by video, by phone. The noise level in the work environment is usually quiet but can be bustling with large meetings. We strive to maintain a fragrance-free office.

**Education and Experience**

Bachelor's degree (B. A.) from four-year college or university and three to five years related experience and/or training; or equivalent combination of education and experience. Lived experience with racism and/or poverty preferred but not required.

**To Apply**

Submit a cover letter (2 pages max), résumé (2 pages max) as a PDF via email to employment@northwesthealth.org with “Public Affairs Manager” in the subject line. Interviewees will be asked for a writing sample and three references. Questions about the position or application process? Email employment@northwesthealth.org to arrange a call.

**About the Foundation**

Northwest Health Foundation exists to advance, support and promote the health of the people of Oregon and southwest Washington. Our foundation has been working since 1997, investing in programs and projects designed to improve the health of the people in Oregon, as well as Clark, Cowlitz, Pacific, Skamania, and Wahkiakum counties in southwest Washington.

Northwest Health Foundation is unique among many foundations. A portion of our resources can be used to advance policies that improve the health of our communities through advocacy, legislative influence, and participation in political campaigns and elections. Many of the organizations we support address the root causes of health through community-driven solutions. NWHF is also actively engaged in advocating for policies that advance health.
Northwest Health Foundation believes that the staff and board of an organization should reflect the communities it serves. We also believe our cultural, linguistic and community identities make our organization stronger, smarter and more effective. We are a dynamic staff of eight across a range of identities. Our staff actively participate in our community including serving on boards, raising families and otherwise working to make our region a better place outside the workday. We are governed by an engaged, thoughtful board of six directors.

The Foundation is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, NWHF ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, national origin or ancestry, citizenship, lawful alien status, physical, mental and medical disability, veteran status or liability for service in the United States Armed Forces.

More information about Northwest Health Foundation can be found at http://northwesthealth.org/