

### Director of Development - Washington, DC Office

#### Position

NHeLP seeks a Director of Development in its Washington, DC office. The Director of Development will lead the design and implementation of the organization's fundraising. The ideal candidate will have a proven track record in strategic development and fundraising, and will have experience in foundation fundraising, board development, corporate fundraising and major donor development.

#### Responsibilities

- Create and implement a strategic development and outreach plan and priorities for long-term growth
- Work with the Executive Director and senior staff to develop and implement a comprehensive development strategy to increase corporate and foundation grants and major donor gifts including qualifying donors, helping to build the donor base, creating and implementing cultivation strategies for new and existing major gift candidates, soliciting annual and campaign gifts, and thoughtfully stewarding donors.
- Oversee the development and tracking of proposals and reports for all foundation and corporate fundraising
- Engage and assist Board of Directors in donor research and solicitation
- Supervise development staff whose main responsibilities include grant proposal writing and management, donor research, donor database management and day-to-day development tasks
- Develop and maintain ongoing relationships with major donors

#### Qualifications

- Minimum of 8 years development experience in a non-profit organization and proven track record in successful individual and organizational fundraising
- Bachelor's degree required, Master's degree preferred
- A broad knowledge of development including;

- Major donor cultivation and solicitation
- Private foundation and corporate fundraising
- Proficient in database applications (Salesforce preferred)
- Highly organized, energetic, creative, and detail-oriented with the ability to work on numerous tasks simultaneously
- Enthusiastic commitment to the health justice mission of NHeLP and ability to communicate its mission and activities in a clear and compelling manner

### Salary

Commensurate with experience; generous benefits

NHeLP is committed to a diverse staff. Women, people of color, people with disabilities, and LGBTQ persons are encouraged to apply.

### How to Apply

Qualified applicants should email a cover letter, resume, and a list of references, with subject

“Director of Development Candidate” to [rodriguez@healthlaw.org](mailto:rodriguez@healthlaw.org). **Email applications are preferred**. Applicants may also submit materials to:

Ms. Gabriella Rodriguez

1444 Eye Street, NW

Suite 1105

Washington, DC 20005

No phone calls please. For more information, please visit: [www.healthlaw.org](http://www.healthlaw.org)

### **Litigation Attorney - NHeLP North Carolina Office**

The position: We are seeking a full-time staff attorney in the North Carolina office. For the most part, the attorney will work with our litigation team. However, the position will also involve policy advocacy and legal education. The ideal candidate will have litigation experience and knowledge of health and disability laws, particularly Medicaid, Early and Periodic Screening, Diagnosis and Treatment, CHIP, the Affordable Care Act, and the Americans with Disabilities Act; strong analytical, research and writing skills; and the ability to work individually and with

others.

**SPECIFICALLY**, the attorney will perform the following functions:

1. Work with NHeLP's litigation team to develop innovative legal theories to advance health rights of children and youth, the aged, and people with disabilities.
2. Engage in appellate and trial court litigation and amicus practice to protect and expand health access, including work on case development, discovery, motions, briefs and oral argument.
3. Keep NHeLP's policy team apprised of litigation developments and activities and how they may affect our policy work.
4. Provide consultation and technical assistance to legal services, disability rights, and health advocates, including performing legal research and preparing memoranda.
5. Develop media and communications focusing on legal developments, legislation and regulations, litigation, and advocacy strategies, including publications, training and conferences, media appearances, blog posts, and op-eds.

### **Additional Qualifications:**

- J.D. degree from an accredited law school, with strong interest in civil procedure, administrative law, and federal court jurisdiction
- Admission to a state bar
- At least 5 years' litigation experience
  
- Excellent legal research, writing and analytical skills
- Knowledge of Medicaid, Children's Health Insurance Program, Medicare, ADA or other health programs for low income individuals and individuals with disabilities
- Ability to work independently and as part of a team with staff, lawyers, health law practitioners, and others
- Commitment to representation of low income and other vulnerable populations
- Strong interpersonal and communication (oral and written) skills
- Some travel required

**Commitment:** Full-time, starting immediately.

**Salary:** Commensurate with experience; generous benefits.

**About the North Carolina office:** The office is located in Chapel Hill/Carrboro—home of the University of North Carolina and a quintessential college town. This is a diverse, culture-rich community, with great farm to table food and a thriving music scene. The mountains and the ocean are a couple of hours away.

NHeLP is committed to a diverse staff. People of color, women, people with disabilities, and LGBT persons are encouraged to apply.

**To Apply:** Email cover letter, resume and a brief writing sample to: [nhelpnc@healthlaw.org](mailto:nhelpnc@healthlaw.org)

Or mail to:

Jane Perkins

Legal Director

National Health Law Program

101 East Weaver Street, Suite G-7

Carrboro, N.C. 26510

### Project Director for Open Enrollment Feedback Loop

#### The Opportunity

A critical aspect of successful implementation of the ACA is creation of a feedback loop that will provide real-time information about problems that exist and ways to resolve them so that enrollment and implementation go as smoothly as possible, particularly during the first open enrollment period. The connection to on-the-ground front line staff and volunteers doing outreach and enrollment work is important. They can identify not only what needs to be fixed, but also highlight what is working well (and facilitate transfer of what is working from one area to another).

Through this project, Community Catalyst and the National Health Law Program (NHeLP) will create a community of *outreach and enrollment specialists* supported by experts dedicated to a "Continuous Quality Improvement" approach to ACA implementation. By collecting and sharing information on enrollment successes and challenges with each other and providing information that could be useful to both federal and state administrators, this project will improve the enrollment experience for consumers and support the overall success of the ACA.

While the project will reach out to partners in all 50 states, it will emphasize working in states with federally facilitated marketplaces and also on "leader states" where remedies for problems are likely to be found.

### Position Summary

The Project Director works in partnership with the lead staff representatives from Community Catalyst and NHeLP to provide leadership, strategic direction and overall management for this project. A significant amount of his/her time will be spent cultivating new relationships and keeping partners and policymakers current on the project and its findings. The Project Director must ensure the technology components of this project are working effectively and efficiently so that the project goals can be met and that partners in the states are entering information into the system. This position will play a role in managing work flow and products for dedicated project staff and consultants. This position is funded through June 30, 2014.

### Location

Position may be based in Boston, MA or Washington, DC.

### Responsibilities

- Provide strategic leadership, with Community Catalyst and NHeLP lead staff, for the project to ensure that experiences from the field are captured, analyzed and shared with policymakers
- Continually reassess the information being gathered and adjust project and web-based community design, as needed
- Facilitate meetings between policymakers and lead project staff to share information and problem-solve solutions to issues raised in the states
- Ensure that lessons from the project are shared with state and national partners through the development of materials, blogs, and newsletters
- Coordinate outreach to national partners to ensure sharing of information and coordination

of activities related to assisters

- Work with technology consultants to develop, refine, and update the web site
- Oversee community managers to monitor community membership, activity and trends
- Coordinate with policy analysts to identify issues to bring to the attention of policymakers
- Develop and produce report-backs to federal policymakers, NHeLP and CC
- Oversee development and editing of written work product
- Coordinate work of policy analysts, community managers and other staff/consultants

working on the project

- Troubleshoot issues with the website, community, partners and policymakers

### Supervision

- This position is supervised by the lead staff representatives from Community Catalyst and NHeLP.

### Qualifications

- At least 10 years of nonprofit management experience, preferably in the health advocacy field
- Currently possesses or has the capacity to build relationships with national organizations, policymakers at the state and federal level, and state enrollment specialists

- Capacity to provide strong program management and experience in managing staff
- Solid familiarity with health policy issues, especially the Affordable Care Act, Medicaid and

CHIP

- Well organized and able to manage multiple tasks at once
- Ability to interpret qualitative data and communicate the pertinent information
- Strong oral and written communication skills
- Team player who is willing to pitch in on a wide range of activities
- Ability to travel required



**SALARY:** Competitive salary commensurate with experience.

No phone calls please.

**Applicants should submit a resume with a one page cover letter briefly summarizing their interest in and qualifications for the position to: [jobs@communitycatalyst.org](mailto:jobs@communitycatalyst.org) . Please put “Project Director for Open Enrollment Feedback Loop” in the subject line.**

### About Community Catalyst

Community Catalyst, a national advocacy organization, has been giving consumers a voice in health care reform for more than a decade. We provide leadership and support to state and local consumer organizations, policymakers and foundations that are working to guarantee access to high-quality, affordable health care for everyone. Our contributions, which range from policy analysis and strategic assistance to managing national campaigns, enable consumer groups to provide leadership in the hard work of transforming the U.S. health care system. Since 1997, in states and communities across the country, we have been a catalyst for *collaboration*, *innovation*, and *action*

in health care reform. Additional information about Community Catalyst can be found at [www.communitycatalyst.org](http://www.communitycatalyst.org)

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### About the National Health Law Program

The National Health Law Program (NHeLP) was established in 1969 as a national resource center on publicly funded health insurance programs and civil rights laws. With offices on both coasts, we manage a broad array of national, state, and local projects ranging from complex analyses of federal and state laws, class action litigation, and individualized technical support. We provide legal expertise to non-profit law offices and health organizations, as well as frame new legal theories and work with policy makers to implement programs grounded in the experience and needs of underserved people. NHeLP works on a day-to-day basis with other national and state advocacy and community-based organizations on strategy, analysis, litigation, and joint activities to address health access problems that imperil the ability of Americans, particularly low-income and underserved populations, to get the care they need. Additional information about NHeLP may be found at [www.healthlaw.org](http://www.healthlaw.org).

*Community Catalyst and NHeLP both seek a broad spectrum of qualified employees and are strongly committed to a diverse, equitable and family- friendly work environment.* ☐ ☐ ☐

*We do not discriminate in hiring based on age, color, ethnicity, race, national origin, primary language, religion, economic status, family status, mental and physical disabilities, veteran status, gender identity and expression, sex, or sexual orientation.* ☐

*Through all our programs, we work to advance health equity, focusing on people of color and immigrants, as well as disability, gender, sexual identity and socio-economic status. We strive for our staff to reflect the diverse communities with which we work.*

### **Internship Opportunities (All Offices)**

NHeLP is seeking law students, masters in public health students, and other graduate students with relevant expertise to intern during the summer, fall, and spring semesters. Interns work closely with NHeLP staff attorneys who are among the most experienced, knowledgeable, and respected health law advocates in the nation.

With offices in D.C., Chapel Hill, and Los Angeles, NHeLP manages a broad array of national, state, and local projects, including complex analyses of federal and state laws, class action litigation, and individualized technical support. We provide legal expertise to non-profit law offices and health organizations. We also frame new legal theories, and work with policy makers to implement programs grounded in the experience and needs of underserved communities. NHeLP works on a day-to-day basis with other national and state advocacy and community-based organizations on strategy, analysis, and litigation.

### **Intern Responsibilities**

All interns will develop an understanding of the issues facing low-income and underserved communities and gain exposure to the variety of advocacy methods that may be used to resolve them. Under the mentorship and supervision of NHeLP staff, interns will:

- Contribute to analysis and development of health care policy, particularly with regard to Medicaid and the Affordable Care Act;
- Research novel areas of health law and write legal and policy memoranda;
- Assist in responding to requests for legal and policy analysis from advocates around the country; and
- Gain exposure to high impact litigation and/or policy analysis.

Specific examples of past internship assignments include:

- Drafting comments on federal regulations implementing the Affordable Care Act;
- Monitoring and analyzing state and federal legislation;
- Attending briefings and meetings with local, state and federal policy-makers;
- Participating in state and national coalition strategy meetings;
- Assisting with the production of substantive manuals, guides, and issue briefs for use by legal advocates;
- Assisting with production of articles, presentations and other materials for broader audiences, including policy makers and public health officials; and
- Assisting with research and drafting of litigation materials for use in state and federal court proceedings.

Summer internship positions are typically full-time and a minimum of 10 weeks. Fall and spring positions require a minimum commitment of 10-15 hours a week. NHeLP is unable to provide compensation for law students at this time. A small stipend may be available for graduate public health students. Students are encouraged to seek outside funding, secure a clinical placement through their school, or be willing to volunteer their time.

## Qualifications

NHeLP seeks interns who have exemplary research, writing, and interpersonal skills. Demonstrated commitment to expanding and protecting health care access for low-income and underserved populations, public interest, public health and/or poverty law is preferred.

NHeLP is committed to diversity. Women, people of color, people with disabilities, and LGBTQ persons are encouraged to apply.

## How to Apply

Interested applicants should e-mail a cover letter, resume, and writing sample to Romon Thomas-Brown at [nhelp@healthlaw.org](mailto:nhelp@healthlaw.org), and indicate in their cover letter the office(s) with which they seek a position.

Applications will be reviewed on a rolling basis. Applicants are encouraged to submit application materials by February 1 for a summer internship, August 1 for a fall internship, and November 1 for a spring internship.