



South Carolina Institute of Medicine & Public Health

Position Description Legislative Engagement Manager

About IMPH

The South Carolina Institute of Medicine & Public Health (IMPH) is a nonpartisan, nonprofit, independent 501(c)3 organization working to collectively inform policy to improve health and health care in South Carolina. In conducting its work, IMPH takes a comprehensive approach to advancing health issues through data analysis and translation and collaborative engagement.

Equal Employment Opportunity

IMPH is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants based on age, race, color, ethnicity, genetic information, sexual orientation, gender, gender expression, pregnancy, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

Job Purpose

The Legislative Engagement Manager will serve as a strategic voice, support external communications, and represent IMPH with members of the General Assembly, the Executive Branch, their staff and locally elected officials to increase the Institute's visibility and credibility as the go-to resource for nonpartisan information to inform health policy. This position will lead IMPH's policymaker engagement strategy and manage the Health Policy Fellows Program.

This position is based in Columbia, SC and office hours are 9am to 5pm Monday through Friday. We are currently working a hybrid schedule with the option to work from home 2 days a week.

Minimum Qualifications

- Bachelor's Degree in a related field
- Ability to travel in and out of state
- Experience with state and/or local policy
- 3-5 years of relevant professional experience

Preferred Qualifications

- Bachelor's Degree, 6+ years of public health, policy, and/or related experience OR
- Master's Degree, at least 3 years of public health. policy, and/or related experience

Experience supporting external communications

Knowledge/Skills/Expertise/Qualities

Experience in developing and maintaining positive relationships with diverse stakeholders and partners, specifically with legislators and their staff.

A deep understanding of the legislative process and state policy landscape in South Carolina.

Experience researching and writing reports.

Strong project management experience.

A commitment to professional excellence.

Attention to detail, excellent communication skills, flexibility in a dynamic environment, and the ability to be self-directed and work independently and to perform well as part of a small team are essential for success. Self-directed in managing day-to-day work with an expectation of frequent touch points to stay aligned with team.

Comfortable in a dynamic environment where priorities can shift and immediate responsiveness is often needed.

Skilled in balancing competing priorities, time management, and follow-through are essential.

Role Responsibilities

Represent IMPH with members of the Executive Branch, General Assembly, their staff, and other elected officials to increase the Institute's visibility and credibility as the go-to resource for nonpartisan information to inform health policy. This includes a consistent presence at the State House and legislative committee hearings, related meetings/events, and fostering continued connections to all legislators and their staff with a focus on Health Policy Fellows Program alumni, maintain communication and connection with elected officials throughout the year. Recruit participants for the Health Policy Fellows Program and associated events.

Maintain/implement and adjust/update the IMPH legislative engagement strategy.

Manage the Health Policy Fellows Program: Plan agendas and curriculum, recruit and secure speakers, and execute events for the Health Policy Fellows Program and associated events. In consultation with the Executive Director, lead an evaluation and continuous quality improvement plan for the Health Policy Fellows Program and write grant proposals and reports highlighting the program's successes. Engage proactively with legislators and legislative staff to identify most salient topics.

Assist and support the organization in identifying ways to diversify IMPH funding and in writing grant proposals to support the mission of IMPH, including the Health Policy Fellows Program.

Track South Carolina agency budget requests, legislation, and policy initiatives of interest to IMPH at the local, state, and Federal level, prioritizing policies relevant to the current and previous work of IMPH. Provide the IMPH team with policy updates weekly.

Lead the development and execution of targeted communications for policymakers, including advising on reports, executive summaries, and one-pager content, supporting the distribution of materials with cover letters and social media posts, talking points, and other strategic messages.

Maintain accurate databases of contact information for policymakers and their staff.

In consultation with the Executive Director, respond to information and research requests from policymakers and their staff.

Conduct research and draft briefs and/or reports. Gather information, policies, research, and resources and identify promising practices for responding to project-related health and healthcare issues. Ensure alignment between internal projects and legislative engagement strategy.

Stay abreast of current events, media narratives, and emerging trends that impact health policy.

Other duties as assigned.

Supervisory Responsibilities

This position may supervise Graduate Assistant(s)

Benefits

401(K) and 5% match on contributions from day one.

Health coverage options with IMPH contributing 90% of employee premium effective day one.

15 vacation days per year + 15 sick days per year (accrued monthly).

7 or more days of paid time off over the week of Christmas and New Year's + 6 other paid holidays.

Salary

\$65,000 - \$75,000 depending on experience