

Position Description

Position Title: Vice President

Position Summary: The Vice President serves as principal deputy to the President & CEO (President) with responsibility for managing the Senior Care Pharmacy Coalition (SCPC) government relations team, developing and leading grassroots advocacy efforts, developing and managing ongoing media and communications engagement programming, leading coalition engagement, and assisting President in political action program. The position requires exceptional organizational skills, effective communication abilities, and the ability to work independently under pressure while maintaining discretion and confidentiality. This is a full-time exempt position as an employee of the Senior Care Pharmacy Coalition (SCPC).

Key Responsibilities

- **Government Relations:** work with President to develop advocacy strategies and tactics, proactively manage day-to-day activities of advocacy team, participate in direct engagement with Congress and Administration as appropriate.
- **Grass Roots:** work with President to develop and lead grassroots program to support political and policy objectives, develop and expand relationships with SCPC members to advance grass roots activities, collaborate with consultants to implement programs and campaigns, management/oversight of grassroots programs and campaigns.
- **Communications:** work with President and communications consultants to develop media/communications strategies and tactics, develop media/communications plans to support advocacy objectives, management/oversight of media/communications strategies and tactics.
- **Coalitions:** serve as principal SCPC representative to organization and coalition partners to advance SCPC policy objectives collaboratively.
- **Political Action:** work with President to develop and implement annual political action plan, coordinate SCPC-sponsored political events and activities, manage SCPC PAC, assist in fundraising for SCPC PAC and SCPC-sponsored political events.
- **Document Preparation:** prepare and review presentations, reports, memos, and other documents as needed.
- **Relationship Building:** establish and maintain positive relationships with internal and external contacts.

Required Skills

- **Excellent Organizational Skills:** ability to manage multiple priorities, deadlines, and complex schedules with meticulous attention to detail.
- **Excellent Interpersonal Communication Skills:** strong verbal communication abilities ability to create and sustain relationships with a variety of constituencies.

- **Excellent Written Communication Skills:** ability to draft and proofread written communications with emphasis on content, clarity, accuracy, and grammatical correctness.
- **Excellent Project Management Skills:** ability to manage projects including tracking deadlines, coordinating with cross-functional teams, and ensuring timely deliverables.
- **Excellent Time Management Skills:** ability to skillfully prioritize tasks and manage time effectively to meet demanding deadlines.
- **Adaptability:** must adjust quickly to changing priorities and unexpected situations.
- **Travel:** ability to attend meetings and events in Washington, occasional travel for Board meetings, political events, or as requested by President.
- **Discretion and Confidentiality:** ability to handle sensitive information with discretion.
- **Proficiency in Microsoft Office Suite, Zoom, and Advocacy Management Software.** Facility with Word, Excel, PowerPoint, Outlook, Teams, and Zoom, familiarity with advocacy management software.

Education and Experience

- Bachelor's degree required
- Minimum 8-10 years' experience in professional responsible professional roles related to position responsibilities
- Experience working independently with limited supervision
- Experience working remotely preferred

Reporting Relationship

The position reports directly to the President.

Compensation

Compensation package, including salary, bonus potential, and employee benefits, commensurate with experience and Washington, D.C., market conditions.

Availability

SCPC intends to fill this position no later than March 1, 2025.

Contact

Please send resumes to careers@seniorcarepharmacies.org

The Senior Care Pharmacy Coalition complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.