

INSURE THE UNINSURED PROJECT

POSITION DESCRIPTION – DIRECTOR OF STRATEGIC ENGAGEMENT

FLSA Status

Salary, Exempt

Reports to

Executive Director

Position Description

The Director of Strategic Engagement plays a lead role in developing and maintaining key partnerships with statewide and local partners, funders, health care leaders, state and local agency staff, and the media. The Director of Strategic Engagement is also responsible for providing strategic support and guidance over the ITUP stakeholder network and supports new and existing development opportunities. The Director of Strategic Engagement works with the ITUP team to develop agendas and program content for all convenings, including the annual conference. This position requires strong interpersonal and organizational skills and a track record for building and maintaining relationships with stakeholders and funders.

Job Tasks and Responsibilities

- Actively engage state, regional and local stakeholders to develop ITUP's programs including but not limited to the planning and coordination of regional workgroups, statewide issue workgroups, and ITUP's signature annual conference.
- Manage ITUP external communications and engagement, including quarterly newsletters, social media content, ITUP public speaking resources, media outreach and dissemination of policy publications.
- Organize and direct staff contributions and participation in ITUP convenings. This includes scheduling and organizing of meetings, events, and agendas.
- Handle onsite logistics, notetaking, and meeting facilitation.
- Copy-edit external documents to ensure alignment with ITUP brand
- Coordinate and prepare meeting background materials and documents.
- Manage speaker invitations, communications, and onsite speaker management.
- Track and ensure compliance with grant requirements including grant applications and progress reports.
- Produce records and metrics to document ITUP program activities and prepare program reports for management, the ITUP Board of Directors and funders.
- Supervise communications staff, currently one FTE and one intern.

Education and Experience

- Bachelor's Degree required, Master's Degree preferred
- Minimum of 4-5 years of professional experience managing external relationships, communications and event coordination
- Proficient computer skills and in-depth knowledge of MS Office, WordPress, Internet-based research and social media; experience with MailChimp and email communications and customizing photos for use in social media and web postings
- Experience with Salesforce and Asana a plus
- Excellent written and verbal communications skills

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- Knowledge of health policy issues and topics a plus
- Ability to quickly develop and/or finalize external messages

Key Attributes for Success

- A passion for the mission of ITUP
- Self-starter with the capacity to work both independently and as part of a team
- Detail-oriented with an eye for accuracy and consistency
- Exceptional time management and organizational skills with the ability to shift gears quickly
- Efficient in managing multiple tasks and deadlines
- Able to take direction and execute based on that direction
- Adaptable and willing to learn new skills, styles, methods, and content
- Experience or interest working with nonprofit organizations
- A solutions-oriented leader who is able to work efficiently to solve problems

Salary and Benefits

- \$100,000-\$115,000 annually - dependent on experience
- Employer-sponsored health, dental, vision insurance
- 403(b) retirement account, with employer match
- 10 paid holidays, plus December Holiday Break
- Earn up to 15 days of vacation throughout the year for first 2 years of employment
- 8 Days of Paid Sick Leave
- \$200 remote work stipend, upon employment; \$100 remote work stipend annually thereafter
- ITUP laptop provided for remote and in-office work

Additional Information

- Ability to sit at a desk and work at a computer station for extended periods of time each workday
- Ability to lift up to 25 pounds on a periodic basis
- Occasional travel – less than 25 percent
- Location: California (ITUP Headquarters in Sacramento); position is fully remote but must be a CA resident

ITUP is excited to grow our team and is committed to fostering and preserving a culture of inclusion, diversity, and equality. We believe that, collectively, we achieve more when everyone is celebrated and empowered. We welcome all applicants without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.