

DIRECTOR OF POLICY AND ADVOCACY

Job Title:	Director of Policy and Advocacy
Reports to:	CEO
Status:	Exempt
Location:	O’ahu

About Hawai’i Public Health Institute

Hawai’i Public Health Institute (HIPHI) is a nonprofit organization established in 1996 as the Coalition for a Tobacco-Free Hawai’i (CTFH) to address the high rates of tobacco use in Hawai’i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI’s mission is to advance the health and wellness of the people and islands of Hawai’i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI’s advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, and environmental health. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building, and technical assistance.

HIPHI is committed to promoting diversity, equity, and inclusion in all aspects of our work. We encourage applications from individuals of all backgrounds, identities, and experiences.

Position Summary

The Director of Policy and Advocacy plays a pivotal role in advancing the mission and goals of HIPHI by leading strategic initiatives to influence public policy, shape legislation, and drive advocacy efforts in the realm of public health. As a member of HIPHI’s senior leadership team, the Director of Policy and Advocacy plays a key role in organizational planning, policies, and decision-making. The ideal candidate will be a seasoned professional with a passion for social justice, a deep understanding of health policy issues, and a proven track record of advocacy and coalition-building.

Essential Duties and Responsibilities

1. Team Management and Organizational Leadership

- Provide management, coaching, and leadership development and capacity for the members of the Policy and Advocacy Team and provide guidance and oversight of programmatic policy issues areas, campaigns, and goals.
- Support the learning, development, prioritization, and promotion of advocacy priorities for HIPHI's coalitions, including, but not limited to:
 - Coalition for a Tobacco-Free Hawai'i (CTFH)
 - Healthy Eating + Active Living Coalition (HEAL)
 - Hawai'i Oral Health Coalition (HOHC)
 - Farm to School Hui
 - Hawai'i Alcohol Policy Alliance (HIAPA)
 - Kūpuna Collective
 - Hawai'i Community Health Worker Association
 - Food Systems and Resiliency
 - Other public health priorities as identified by leadership (including the Director of Policy and Advocacy).
- Build systems to track and scale the impact of partnership policy and advocacy strategies.
- Provide leadership and strategic guidance on HIPHI's public health policy vision.
- Build out HIPHI's policy calendar.

2. Communications

- Collaborate with the Communications Team to develop communications materials, drive the strategies for issue campaigns, and elevate the visibility and impact of policy work.
- Develop and disseminate educational materials, policy briefs, and advocacy resources to raise awareness about key public health issues and policy solutions.
- Collaborate with program leads of HIPHI's coalitions to elevate the visibility and impact of policy work to legislators, partners, and funders.
- Serve as a spokesperson for HIPHI in media interviews, press conferences, and public speaking engagements when appropriate.
- Work with HIPHI's Communications Team on earned media to support and advance area priorities and goals. Leverage earned media as part of advocacy efforts.
- Responsible for HIPHI signature policy pieces, including: annual legislative recap, annual public health agenda, candidate or elected official survey, and policy position papers.

3. Relationship Management and Stakeholder Engagement

- Build and maintain relationships with key decision-makers at the state and county levels.
- Provide representation and strategic leadership on behalf of HIPHI in meetings with policymakers, allies, and coalitions.
- Provide representation at media, advocacy, and community partner events, and engage in grassroots mobilization efforts as appropriate.
- Build and maintain strategic partnerships with like-minded organizations, coalitions, advocacy networks, and individuals.
- Collaborate with internal teams and external partners to leverage collective expertise and resources for advocacy efforts.
- Represent HIPHI in coalitions, working groups, and other collaborative initiatives.
- Engage and collaborate with networks to identify and develop champions in our communities.

4. Advocacy Vision, Organizational Strategy and Agenda Execution

- Lead the organizational vision for policy and advocacy work statewide.
- Develop evidence-based policy recommendations and position statements to guide advocacy efforts.
- Lead coalitions and/or program leads in creating strategic campaigns in alignment with current issue priorities.
- Provide strategic direction for fostering leadership development and political education opportunities with coalition members.
- Manage contract and work closely with HIPHI lobbyist if applicable.
- Develop processes that allow leaders, staff, allies, and stakeholders to inform and guide HIPHI campaign strategies.
- Develop and implement comprehensive advocacy strategies to advance policy priorities identified by coalitions.
- Cultivate relationships with key stakeholders, including policymakers, government agencies, community organizations, and advocacy groups.
- Mobilize grassroots supporters and engage the public in advocacy campaigns through outreach, education, and action alerts.
- Monitor legislative and regulatory developments at the local, state, and federal levels.

5. Additional Responsibilities

- Ensure adequate funding to achieve HIPHI's policy goals.
- Grant reporting including, policy write-ups and quarterly newsletter articles.
- Willingness and availability to travel throughout Hawai'i, including the ability to be present on O'ahu during the entirety of state legislative session, and occasionally to travel to other states for conferences, trainings, and events as needed.

- Direct supervision of Policy and Advocacy team members (2.0 FTE). Guidance to program leads focusing on policy.
- Other duties as assigned.

Education, Experience, and Qualifications

Qualifications:

- Bachelor's Degree in public health, public policy, law, or relevant field.
- Minimum of 5 years in policy analysis, advocacy, or government affairs, preferably in the nonprofit or public health sector in Hawai'i.
- Understanding of health policy issues, legislative processes, and advocacy strategies.
- Strong analytical skills and ability to translate complex policy issues into actionable recommendations.
- Excellent communication skills, including writing, public speaking, and media relations.
- Proven ability to build and maintain relationships with diverse stakeholders and coalitions.
- Strategic thinker with a demonstrated track record of achieving policy impact and driving change.
- Excellent time management skills; ability to multitask and prioritize work to meet time-sensitive deadlines.
- At least 2 years experience supervising staff.
- Commitment to equity, diversity, and inclusion in all aspects of advocacy work.
- Ability to work in teams and individually.

Preferred Qualifications:

- Experience working with priority populations, including Native Hawaiians, Filipinos, LGBTQ+, and individuals from low socioeconomic backgrounds.
- Familiarity and comfort with a variety of health policy issues.
- Master's Degree in public health, public policy, law, or relevant field.
- Experience with grant funding and reporting.

Compensation and Benefits

The salary range for this full-time position is \$85,000 - \$95,000.

Benefits at HIPHI include:

- A hybrid working environment is an option with prior discussion and approval by management.
- A collaborative work culture with flexible scheduling and promotes work-life balance.
- Laptop, virtual phone line, and other work-from-home supplies.
- 20 days of paid time off, 11 HIPHI-observed holidays, and 5 floating holidays per year. For part-time employees, holiday pay is prorated based on the number of hours worked per week.

- Medical and dental insurance (100% of premium covered for the employee; 50% coverage for spouse/family).
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Cell phone and internet stipend.
- Opportunities to attend conferences and other professional development opportunities.
- 401K retirement plan with an employer contribution (contribution starting after 1 year of employment).
- A qualifying employer for the Public Service Loan Forgiveness (PSLF) Program, which forgives the balance of federal student loans for individuals working in public service.

HIPHI outsources HR functions to Altres Staffing, which has a number of additional benefits that would begin upon hire.

To Apply

Please send a cover letter, resume, and a list with three professional references to Jessica Yamauchi at jessica@hiphi.org and cc: Kayla Yamamoto at kaylayamamoto@hiphi.org. Please reference “Director of Policy and Advocacy” in the subject line.

The deadline to apply is June 14, 2024.

For any questions, please contact Jessica Yamauchi at jessica@hiphi.org or 808-591-6508 ext. 1.

Hawai'i Public Health Institute is an Equal Opportunity Employer