

NATIONAL PATIENT ADVOCATE FOUNDATION

MANAGER, STAKEHOLDER OUTREACH AND ENGAGEMENT

JOB DESCRIPTION

Position: Manger, Stakeholder Outreach and Engagement	Overtime Status: Exempt	Department: NPAF
Reports To: EVP for Patient Advocacy		
<p>SCOPE: The Manager, Stakeholder Outreach and Engagement will be responsible for managing the National Patient Advocate Foundation's (NPAF) stakeholder outreach and engagement strategy. Under the direction of the EVP for Patient Advocacy, this role will ensure that our stakeholder outreach and engagement programs are: integrated across the organization; aligned with NPAF and PAF's missions and priorities; expand external visibility and position NPAF as a convening and coordinating organization to advance our person-centered care agenda; build upon the real-world experience of the patients that PAF serves; ensure that stakeholder engagement programs and initiatives align with the quantitative and qualitative research conducted by PAF. The role will manage the development and implementation of a stakeholder outreach and engagement plan to create enduring partnerships and relationships and extend our external outreach through multiple media including: digital and website; regular communications and newsletters and workshops with external partnerships. The Manager will build upon the foundation of current alliances and partnerships and manage fund raising and partnerships for projects as assigned.</p>		
<p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <p><u>PAF/NPAF Led Initiatives</u></p> <ul style="list-style-type: none">• <i>Project Innovation/Cancer Innovation Coalition:</i> in collaboration with Patient Advocacy Team, manage the Cancer Innovation Coalition and organize two in-person meetings per year; work with VP, Advocacy Communications to develop and update the Project Innovation website and other content on a regular basis; maintain regular contact with partners and coalition members• <i>Other projects:</i> work in collaboration with NPAF and PAF team members to create and manage initiatives as assigned that advance priorities and goals for the organization <p><u>External Outreach and Partnership Management</u></p> <ul style="list-style-type: none">• Working with the EVP for Patient Advocacy, develop and implement outreach and engagement strategy for current and potential partners• Assist in the development and implementation of digital stakeholder engagement plan and develop a forum for exchanging ideas via our website and social media• Manage outreach to and ongoing engagement of existing advisers and partners for NPAF initiatives including: The Roadmap for Consumer Clarity and related projects and the Bi-annual Policy Consortium• Proactively identify, build and maintain relationships with organizations including funders, public health and advocacy groups and other partners for potential collaboration and to create awareness of the organization's work and impact• Assist in raising our visibility by participating in forums, meetings and coalitions hosted by other organizations and partners, both ad hoc and long term <p><u>Program Development, including Foundations, Public and Corporate Partnerships</u></p> <ul style="list-style-type: none">• Identify partners and funders to successfully execute projects such as Project Innovation/Cancer Innovation Coalition and Policy Consortium. Submit funding proposals, manage and track fundraising• Manage fund raising and external relationships for other projects as assigned• Coordinate funding opportunities with PAF and NPAF policy staff to ensure maximum alignment of requests and resources <p><u>Department Support</u></p> <ul style="list-style-type: none">• Support Patient Advocacy Department work and functions as assigned• Participate in outreach for all NPAF events and initiatives and PAF programs as assigned• Participate in and manage cross-organization communications and initiatives as needed		

NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Stay current with new developments and ideas in the field of stakeholder engagement and incorporate developments, ideas and strategies into the development and implementation of our programs
- Cultivate and maintain relationships across stakeholders in the health care delivery community
- Participate in departmental meetings
- Attend NPAF and PAF sponsored events as requested
- Other duties as assigned

ADDITIONAL SKILLS AND ABILITIES:

- Ability to efficiently and effectively manage multiple tasks and associated priority levels
- Exhibit meticulous attention to detail while being committed to producing accurate and high-quality written deliverables
- Ability to work independently or as part of a team and retain flexibility while maintaining composure under pressure
- Strong interpersonal skills and ability to work well with individuals across all organizational levels
- Proven experience in maintaining project schedules, documentation, communications and meeting deadlines
- Ability to write reports and professional business correspondence inclusive of PowerPoint presentations
- Must have excellent oral and written communication skills
- Very knowledgeable within Microsoft Office products and Operating Systems
- Experience with website content management systems and social media platforms preferred

EDUCATION AND/OR EXPERIENCE:

- Bachelor’s Degree Required
- 3+ years of professional experience required
- Relevant experience in stakeholder engagement programs, outreach and communications

National Patient Advocate Foundation reserves the right to alter, change, or modify this job description at any time, with or without notice. The duties and responsibilities contained herein are considered representative, but not necessarily all inclusive, of the duties and responsibilities which may be required.

Employee Signature

Date

Employee Printed Name

Created: 10/17/18