

POSITION DESCRIPTION

Deputy Director

Commissioned Officers Association
of the
United States Public Health Service
and
PHS Commissioned Officers Foundation

The Commissioned Officers Association of the USPHS and the PHS Commissioned Officers Foundation (“the Enterprise”) seeks a qualified and motivated candidate for the position of Deputy Director. The director serves under the supervision of the Enterprise Executive Director as an employee of both COA and COF.

Specific duties for COA:

Works closely with the Executive Director (ED) to support and coordinate all COA activities including but not limited to:

- **Government Relations/Advocacy**

Works in conjunction with the Government Relations Director to:

- Coordinate legislative initiatives with Congress and the Office of the Surgeon General (OSG).
- Track, on a continuing basis, all bills and legislative proposals which are or may be of significance to the Association and USPHS Commissioned Officers; reports developments to the ED and membership as appropriate.
- Propose and implement strategies and tactics to achieve policy and legislative agenda working closely with the ED and Legislative & Benefits Committee.
- Develop and maintain relationships with members of key congressional committees, agencies of the federal government and other groups involved in matters concerning legislation, personnel regulations, etc., related to the Commissioned Corps. Seeks opportunities for the Association to educate Congress about the role and impact of the Commissioned Corps and to participate in cooperative action with such persons and groups.
- Draft, edit and disseminate reports, position papers, testimony, and other materials addressing key public policy issues. Prepare letters and statements of the position of the Association regarding proposed

legislation, regulations, personnel policies, etc., consistent with the policies established by the Board.

- Write and edit news releases, articles for publication and maintain relations with the members of the media and other associations.

- **Membership Recruiting/Services**

- Assists ED and Membership Coordinator in identifying/defining and marketing new member services. This includes research of services as well as developing marketing plan for services.
- Assists with membership recruitment and retention programs, to achieve membership goals.
- Maintains effective relationships with other associations, both public and private industry, government, public service organizations, and vendors as are desirable or necessary and ensures that the image of the Association and its members is enhanced in accordance with the policies and objectives of the organization.

- **Frontline**

- Contributes articles for monthly publication.

- **Board/Committee meetings**

- Attends all meetings of the Board of Directors unless otherwise directed by the ED. Prepares read-ahead materials needed to support government relations, advocacy or membership issues, or other issues as directed by the ED.
- Works closely with committees in the execution of their responsibilities.
- Participates in the strategic planning activities of the Association.

Specific duties for COF:

Works closely with the ED to support and coordinate all COF activities including but not limited to:

- **Development**

- Coordinate with the Program Assistant to develop the annual COF solicitation campaign and Dependent Scholarship program. Prepare annual report; maintain logs for publications and donations.

- Works with ED to identify and solicit appropriate grant sources and maintain relationships with grantors. Write, submit and follow-up on grant applications.
- **Annual Symposium**
 - Assist with planning and development of the annual meeting working with the ED, conference planner and committee members.
 - Provides on-site support as assigned by the ED.
- **Trustee/Committee meetings**
 - Attends all meetings of the Board of Trustees unless otherwise directed by the ED. Prepares read-ahead materials and acts as recorder for the meeting. Provides regular reports to the board regarding development committee activities.
 - Works closely with committees in the execution of their responsibilities.
 - Participates in the strategic planning activities of the Foundation.

Requirements:

Minimum of Bachelor's degree and 3-5 year's experience with public policy issues. Experience on Capitol Hill highly desired. Individual must have excellent written and verbal communication skills. Must be detailed oriented self-starter with the ability to handle deadlines and prioritize. Knowledge of U.S. Public Health Service a plus. Individual should have a willingness to learn all aspects of Association/Foundation's mission and goals.

COA offers a compensation package which includes outstanding employee benefits, a casual workplace environment and profession development. Free parking and a gym are located on the building premises, which is conveniently located one block from the New Carrollton Metro Station.

About COA

COA is a private, professional association representing more than 6,500 active duty, reserve, and retired commissioned officers of the U.S. Public Health Service.

Please email (cgrill@coausphs.org) resume, salary requirements and references. Closing date is March 15, 2011.