



Policy Analyst

Washington, DC

Kathy Kraushar
Executive Search Consultant

Kathy@coopercoleman.com

www.coopercoleman.com
Chicago | Cincinnati | New York | San Francisco

About NMAC

NMAC leads with race to urgently fight for health equity and racial justice to end the HIV epidemic in America. NMAC represents over 3,000 community- and faith-based organizations nationwide. The agency advances its mission by providing minority and minority-serving faith- and community-based organizations various capacity-building assistance programs, online and classroom-based training, printed and electronic resources, grassroots organization, and political advocacy. These activities help these agencies deliver HIV/AIDS services more efficiently and effectively, ultimately helping to mitigate the impact of HIV/AIDS in underserved and marginalized communities.

Since AIDS symptoms were first described in June 1981 in the Morbidity and Mortality Weekly Report, AIDS has disproportionately affected minorities. A nurse named Joan Vleno of Montefiore, a health care facility in Bronx, New York, recounted in Jane Gross' New York Times article, "The State of AIDS, 25 Years After the First, Quiet Mentions; The Nurse," that the majority of her patients in the early 1980s were minority heterosexual IDUs (injecting drug users). Many delayed seeking medical care due to AIDS' close association with homosexuality. All her patients died, and many of them estranged from their families.

Leaders of prominent minority AIDS organizations nationwide—including Paul Kawata, Gil Gerald, Calu Lester, Don Edwards, Timm Offutt, Norm Nickens, Craig Harris, Carl Bean, Suki Ports, Marie St.-Cyr, and Sandra McDonald—started the National Minority AIDS Council (NMAC) in response to the American Public Health Association (APHA) decision to not invite anyone of color to participate on the panel of its first-ever AIDS workshop, at its 1986 association meeting. Harris, an African American gay man living with AIDS, announced the formation of NMAC during that panel discussion after he rushed the stage, shouting "I WILL BE HEARD," and took the microphone away from Dr. Merv Silverman, then the San Francisco Health Commissioner.

NMAC then set about building awareness of the impact of HIV in communities of color. It met with U.S. Surgeon General C. Everett Koop while he was writing his historical report about AIDS. Initially scheduled for just 15 minutes, Koop, who had not known about the disproportionate impact of HIV/AIDS among minorities, sat riveted by NMAC's representatives for nearly two and a half hours. The report would become the only publication, besides tax and census forms, to be mailed to every person in the United States.

The agency incorporated in 1987 and later launched the groundbreaking social marketing campaign, "Live Long Sugar," with Patti LaBelle, which alerted people of color living with HIV/AIDS about the dangers of the common HIV co-infection, Pneumocystis carinii pneumonia (PNP). In 1989, NMAC partnered with the Centers for Disease Control and Prevention (CDC) to help build the capacity of small faith- and community-based organizations (F/CBOs) delivering HIV/AIDS services in communities of color. This changed the agency's mission from raising awareness of the impact of HIV/AIDS among minorities to building leadership within communities to address the challenges of HIV/AIDS.

Three decades after Vleno's writings, HIV still disproportionately impacts communities of color. But NMAC continues to fight on minority communities' behalf with a community-based response of public policy education programs, conferences, treatment and research programs initiatives, training, and electronic and printed resource materials.

Position Summary

[NMAC](#) (formerly known as the National Minority AIDS Council) is looking for a Policy Analyst to strengthen the organization's capacity in enacting policy changes on issues that will have the greatest positive impact on the lives of people living with HIV. This position will work closely with the [Federal AIDS Policy Partnership](#) (FAPP) and other coalitions to support NMAC's collective efforts in policy and funding.

Reporting to the Director of Strategic Partnerships + Policy, as a two-person team, the Policy Analyst is also responsible for supporting program strategies, creating and producing NMAC's new monthly policy newsletters and webinars, action alerts, the policy website, and other federal priorities as identified by the Director.

Strong candidates for this role will have a sharp understanding of legislative and executive functions at the federal level, in addition to possessing familiarity with HIV and social welfare policies. The Policy Analyst will work in a dynamic environment, promoting policy change and implementing NMAC's vision of reducing the impact of HIV on communities disproportionately affected by the virus.

Essential Job Functions

- » Research, monitor, and summarize ongoing policy developments
- » Develop and maintain relationships with policymakers
- » Identify opportunities to influence discussions related to governmental awareness of HIV and minority-based issues
- » Administer email campaigns within advocacy-related communications systems
- » Assist the Director with the preparation of policy memos, briefs, and talking points related to advocacy priorities, discussions, panels, and meetings
- » Promote team priorities and work products both inside and outside the Organization
- » Remain active in various advocacy-oriented coalitions, task forces, and work groups
- » Provide the Director with other advocacy-related support, as needed

Qualifications

Position Requirements

- » One to three years of experience working for a Member of Congress
- » Experience in policy review and development
- » Experience with and knowledge of the appropriation process
- » Excellent written and oral communication skills, including the ability to communicate complex issues to broad audiences and to think creatively about data visualization
- » Creative, strategic, self-starter with an ability to identify advocacy opportunities
- » Excellent organization and project management skills
- » Strong analytical skills, including the ability to use and synthesize data from multiple sources to make compelling policy arguments
- » Detail-oriented with the ability to juggle and prioritize multiple projects for different stakeholders, often in rapid-response or high-pressure situations
- » A team player with the ability to do what is needed to achieve organization/team goals
- » Strong personal commitment to issues of equality and empowerment

While direct knowledge and experience in an HIV/AIDS and/or LGBT+ mission area are not required, the ideal candidate will be passionate about mobilizing people and resources to educate, inspire, and connect people to end the epidemic.

Leadership + Key Colleagues

(Please do not contact the organization or its leaders directly)

Paul Kawata **Executive Director**

Since 1989, Paul Akio Kawata has served as executive director of the National Minority AIDS Council (NMAC), the premier organization dedicated to leading with race to urgently fight for health equity and racial justice to end the HIV epidemic in America.

Under Kawata's direction, NMAC implemented the first HIV treatment education programs in the United States targeted toward minorities. Kawata provides strategic direction for the organization's administrative, fiscal, and fundraising infrastructure and oversees its training, technical assistance, education, and national advocacy programs and initiatives. In addition, he conceived and developed the organization's high-profile meetings, including the United States Conference on AIDS (USCA), currently the largest annual AIDS-related gathering in the country.

Joe Huang
Director of Strategic Partnerships + Policy

Prior to NMAC, Joe worked for 23 years in Congress as a staff member for former Senator Ted Kennedy, former Congressman Barney Frank, and former Chairwoman Lucille Roybal-Allard. He used his position as Legislative Director and Chief of Staff to advance LGBTQ civil rights, as well as strong policies protecting Americans living with HIV.

With a wealth of experience acquired during his tenure on Capitol Hill, Joe leverages his expertise to effect positive change and contribute to the advancement of crucial initiatives that empower marginalized communities.

Reporting Relationships

The Policy Analyst reports directly to the Director of Strategic Partnerships + Policy and has no supervisory responsibility.

Compensation + Benefits

The salary range for this position is approximately \$70,000 - \$80,000

NMAC offers an extensive benefits package to eligible employees designed to meet the needs of our dedicated and diverse community. Benefits include:

- » Medical, Dental, Vision
- » Life, Accidental Death + Dismemberment Insurance
- » Long- and Short-term disability
- » 401 K Retirement Plan
- » Annual vacation leave based on years of service
 - 80 hours per year (0-2 years of service)
 - 120 hours per year (2-4 years)
 - 160 hours per year (4-6 years)
 - 200 hours per year (6-7 years)
 - 240 hours per year (8+ years)
- » Sick leave – Regular full-time employees accrue six (6) hours of paid sick leave per month (2.77 hours per pay period)
- » Twelve (12) paid holidays are observed each year
- » Winter office closure between December 24-January 1 each year

- » Paid sabbatical – employees with five (5) consecutive years of NMAC employment are eligible for five (5) weeks of paid leave once every five (5) years
- » Paid time for Jury Duty, Bereavement, Military, and DC/FMLA leave

As a reflection of our firm's commitment to equity and equal pay for all, Cooper Coleman requires that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

Location

This hybrid position requires remote and in-person work at NMAC's Washington, DC headquarters and on Capitol Hill. The successful candidate must reside in or relocate to the Delaware-Maryland-Virginia region.

EEO + Diversity, Equity, and Inclusion

National Minority AIDS Council (NMAC) is committed to further building and maintaining a staff that reflects the full range of LGBTQ+, HIV-affected, and allied communities and is an equal opportunity employer. People of color, transgender, non-binary, and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with HIV, and people living with (or perceived as having) other physical or mental disabilities are encouraged to apply.

Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct background checks before finalizing an offer.

Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of NMAC. To apply, please [visit this link](#) (www.coopercoleman.com/current-searches). Inquiries and nominations of qualified candidates can be sent to:

Kathy Kraushar
Kathy@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join NMAC, and connection to its mission.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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About Cooper Coleman

Cooper Coleman is a full-service recruiting and consulting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.

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