



Confronting  
Lung Cancer  
Starts Here

## **MANAGER, GOVERNMENT AFFAIRS**

GO2 for Lung Cancer relentlessly confronts lung cancer on every front, every day, for everyone. Founded by patients and survivors, we are dedicated to increasing survival for those at risk, diagnosed and living with lung cancer.

Our advocacy and health policy work educates lawmakers to change policies, to provide access to high quality and affordable care, and to increase federal research in lung cancer. As the voice of the lung cancer community, GO2 is seeking an innovative and skillful professional to support the Government Affairs Team. This position plays an integral role in advancing GO2's policy and advocacy work on Capitol Hill. This position assists and supports the Senior Director, Government Affairs with the policy priorities and advocacy to congressional offices, develops persuasive and informational materials, assists in the development and execution of advocacy strategies, and coordinates special events such as Capitol Hill Fly-ins, congressional briefings, and webinars.

The ideal candidate will be a seasoned policy minded professional with non-profit advocacy experience with exceptional writing, editing, communications, and interpersonal skills.

**This position is remote but must be within commuting distance of Washington, DC.**

### **TO APPLY:**

Use this URL to apply through Indeed's website:

<https://www.indeed.com/job/manager-government-affairs-0f9e6f5bca0d6f25>

**\*\*\*Please include a COVER LETTER WITH SALARY REQUIREMENTS, along with your resume. \*\*\***

**Salary range: \$55,000-\$70,000 per year**

### **POSITION SUMMARY**

The Government Affairs Manager develops, coordinates, and implements advocacy activities under the supervision of the Senior Director of Government Affairs and in coordination with other departments, to further advance the organization's mission. This position will have a solid understanding of the federal legislative process to assist the Senior Director of Government Affairs with policy work, patient advocacy, and event planning. This role will include corresponding with internal and external audiences, posting of advocacy content, and updating website information. This position will

**SAN CARLOS, CA OFFICE**  
1100 Industrial Rd., #1  
San Carlos, CA 94070  
650.598.2857

**WASHINGTON, DC OFFICE**  
2033 K Street NW, Suite 500  
Washington, DC 20006  
202.463.2080

**HELPLINE**  
1.800.298.2436

interact with multiple stakeholders both internally and externally, including patient advocates and assigned coalitions.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with a disability or disabilities to perform the essential functions.

- Supports the Senior Director of Government Affairs with research, legislative tracking and the development of background materials, fact sheets, position statements, policy documents and other materials to communicate GO2's priorities to lawmakers and the lung cancer community.
- Assists and supports the execution of GO2's annual Lung Cancer Voices Summit, which includes a Hill Day (fly-in). This includes management of logistics and promotional activities, interface with vendors, platforms, event speakers and other participants, and the development of patient facing advocacy materials.
- Coordinates additional advocacy events, such as congressional briefings, receptions, and meetings on Capitol Hill and in other policy venues.
- Manages the content and use of GO2's legislative action center (Voter Voice online platform), track contacts made to Members of Congress, analyzes the efforts of grassroots advocates, and provide updates to the policy team.
- Develops and manages volunteer advocates for year-round targeted policy actions.
- Supports opportunities for community recruitment and participation in advocacy that can be mobilized to advance GO2's Health Policy agenda.
- Serves as the day-to-day point of contact and liaison to the community of lung cancer advocates.
- Represents the organization at assigned coalitions, assigned external policy meetings, events and conferences.

Other duties as assigned. This job description is not designed to cover all activities, duties or responsibilities that are required. Duties, responsibilities, and activities may change at any time with or without notice.

## **SUPERVISORY RESPONSIBILITIES**

This is not a supervisory position.

## **COMPETENCIES**

- A professional demeanor with the ability to meet deadlines, manage and resolve conflicts, take initiative, assume program responsibility, and prioritize work under pressure
- Exhibits good judgment and decision-making
- Ability to work effectively independently, as well as within a team and with diverse groups and individuals
- A proven track record and aptitude for customer service
- Strong written and oral communication skills

- Excellent organizational skills
- Ability to handle multiple tasks simultaneously and maintain a system of tracking, monitoring and prioritizing tasks and projects
- Must possess flexibility and stress tolerance
- Proactively offers new ideas with a willingness to learn from the supervisor, others and existing practices
- Knowledge of grassroots advocacy efforts, trends, and the legislative process
- Computer Proficiency, preferably with Microsoft Word, Excel, Outlook, PowerPoint, Teams; databases

## **REQUIRED EDUCATION & EXPERIENCE**

- Bachelor's degree in political science, public policy, or related field
- 3-4 years of relevant work experience preferably in non-profit healthcare policy, cancer organization or patient advocacy organization
- Individuals with prior experience planning or executing Capitol Hill annual fly-ins and working with a grassroots patient community and/or managing federal government affairs programs are strongly encouraged to apply

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

This role will contribute to an important mission and at times, the individual will work in a fast-paced environment.

This job will be performed in an office environment, GO2 office or remote/home office, primarily sitting at a desk and using a computer and phone. In order to perform the essential functions of the job, the employee must be able to operate a computer and other office equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is remote but must be within commuting distance of Washington, DC.

## **TRAVEL REQUIREMENTS**

This position will require occasional travel to GO2 office locations, conferences, and events nationally.

## **EEO STATEMENT**

GO2 for Lung Cancer embraces diversity, inclusion and belonging, provides equal employment opportunities and consideration to all employees and applicants for employment, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.

## **GO2 for Lung Cancer provides exceptional benefits, including:**

- Market-competitive compensation
- Health plan choices including PPOs & HSAs, fully paid for individuals

**SAN CARLOS, CA OFFICE**  
1100 Industrial Rd., #1  
San Carlos, CA 94070  
650.598.2857

**WASHINGTON, DC OFFICE**  
2033 K Street NW, Suite 500  
Washington, DC 20006  
202.463.2080

**HELPLINE**  
1.800.298.2436

- Dental and vision plans, fully paid for individuals
- Fully paid Life Insurance plus AD&D
- Fully paid Short Term and Long Term Disability coverage
- 403b retirement plan with 5% employer discretionary contribution, fully vested immediately
- EAP – Employee Assistance Plan
- Generous Parental Leave Policy
- Generous vacation leave, sick leave, and holidays
- Flexible work schedules
- Fully remote work with laptop and equipment provided, as well as stipend for cell phone and Internet

**COVID-19 considerations:**

We follow CDC guidelines; wear masks as appropriate, practice social distancing, maintain sanitization and approved employee travel when deemed safe. GO2 for Lung Cancer requires that all employees be fully vaccinated.