



## Government Affairs Manager

Missouri Family Health Council champions the freedom to access sexual and reproductive healthcare—no matter who you are or where you live. Through programs like Title X, *Free EC*, and *The Right Time*, we partner with providers, support communities, and advocate for policies that protect care and expand rights. We ensure that everyone can get the care they need, without shame, judgment, or obstacles. Simply put, we do hard work and we do it well.

Our work is rooted in three core values:

- **Justice:** We fight for a world where equitable access to healthcare is a reality, not a privilege. We challenge systemic barriers and advocate for policies that uphold dignity and self-determination.
- **Courage:** We take bold stands, even when it's difficult. We speak truth to power, innovate in the face of adversity, and support our partners and communities with unwavering resolve.
- **Tenacity:** We don't give up. In a hostile landscape, we remain steadfast—finding creative solutions, sustaining our networks, and pushing forward to protect reproductive freedom.

If you're a resilient and tenacious individual that excels at relationship building and navigating complex legislative dynamics with demonstrated success in leveraging advocacy opportunities to advance policy priorities on a local, state, or national level, we want to hear from you.

### POSITION SUMMARY

As a member of the Programs team, the Government Affairs Manager is responsible for ensuring a functional connection between MFHC's policy priorities and relevant local, state, and, occasionally, national policy and regulatory work, legislative advocacy, and lobbying, serving as a trustworthy resource to elected officials and their staff on issues related to sexual and reproductive health, rights, and justice. They work in close collaboration with other members of the MFHC team and other health- and equity-focused coalition members and community partners in order to defend against legislative attacks to sexual and reproductive health, rights, and justice, and pave the way toward implementation of proactive policies that move us closer to the vision that everyone has access to healthcare without shame, judgement, or obstacles.

## HOW YOU DO YOUR WORK

### **Creating a Culture of Equity and Belonging**

We are committed to growing a workplace where people are seen, valued, and inspired—across race, gender identity, ability, age, body size, class, sexual orientation, and lived experience, which means:

- Embracing lifelong learning and personal growth in intersectional justice.
- Actively participating in trainings and collective practices that move us closer to health equity and justice for all.
- Showing up with kindness, empathy, and authenticity to protect each other's psychological safety and foster deep belonging.

### **How We Work, Together**

Our team is driven by justice, courage, and tenacity. We show up every day with a shared belief in a future where everyone has the power to make decisions about their health, their bodies, and their lives.

This looks like:

- Communicating with honesty, clarity, and care—especially in moments of conflict or change.
- Practicing strong judgment, collaboration, self-accountability, and flexibility in the face of evolving needs.
- Bringing curiosity and problem-solving to our shared spaces—asking questions, offering feedback, and building trust through action.

Together, we are building something powerful—and everyone's voice matters.

## WHAT YOU DO

The core of this role is developing and implementing legislative strategies to achieve MFHC's policy priorities on the local, state, and federal levels. This includes a focus on:

### **Policy and Legislative Strategies**

- Establish MFHC's priorities in conjunction with MFHC's Policy and Advocacy workgroup.
- In conjunction with the Advocacy Manager, design power-building strategies that activate MFHC's base to effectively influence policymakers, including incorporating story-telling and person-level impact into the policy process.
- Effectively lobby policymakers to build support for MFHC's policy priorities, provide written and verbal testimony, and prepare other advocates to testify on behalf of MFHC.

- Maintain an effective in-Capitol presence in order to support MFHC's policy priorities.
- Inform strategies for institutional and local municipal changes to policy and practice to support MFHC's mission in collaboration with the broader Programs department.

### **Relationship Building**

- Build bipartisan champions to support MFHC's proactive policy agenda.
- Serve as a trusted resource for accurate, clear, relevant information related to sexual and reproductive healthcare and provision to policymakers, state department leaders, and their staff.
- Create and maintain effective, supportive relationships with coalition partners and other stakeholders, focusing on finding common ground on which to advance policy priorities.

### **Analyze and Communicate Policy Details**

- Supported by the Policy Analyst, read, understand, and monitor key policies moving through the legislative process and effectively communicate the impact (or potential impact) to relevant stakeholders, including MFHC staff and board, clinics, volunteers, and community partners.
- Draft suggested policy language and priorities for proactive bills and effectively share with relevant stakeholders.
- Provide clear, concise, and actionable summaries of legislative happenings with the goal of strategically mobilizing appropriate stakeholders toward power-building and legislative efficacy.

### **Power Building**

- In conjunction with the Advocacy Manager and other key stakeholders, support in-Capitol activities like lobby days, legislative visits, and other actions to build and demonstrate community power.
- Facilitate an effective and compelling connection between policymakers and their constituents within the MFHC network, including through in-district visits and clinic tours.
- Occasionally conduct outreach and/or presentations to build MFHC's stakeholder network to better achieve our shared policy priorities.

### **Learning as Growth**

At MFHC, we believe learning is a lifelong journey—and a vital part of advancing reproductive freedom and justice. We embrace growth not just for individual development, but because deepening our knowledge strengthens our collective impact. We learn so we can do better—for ourselves, for each other, and for the communities we serve. That means:

- Welcoming feedback as an opportunity to reflect, evolve, and show up more fully in our work.

- Completing all required training tied to our grant commitments, knowing that compliance helps sustain the mission.
- Staying grounded in the latest, best practices of the role.

#### **Additional Duties/Responsibilities**

- Attend events, conferences, trainings, and meetings on behalf of MFHC, including tabling/outreach, as needed.
- Promote MFHC's programs with passion and appropriate knowledge with partners/stakeholders.
- Other duties as assigned that support MFHC in meeting its mission.

### **WHO YOU ARE AND KEYS TO SUCCESS (the must-haves)**

To be successful in this job the following are crucial skills and abilities:

**Demonstrated effectiveness with legislative influence:** At least three years of experience with implementing strategies to move stakeholders, external partners, policymakers, and their staff toward a goal. Ability to manage a high volume of quickly-moving work with efficiency and has systems to remember, manage, and complete tasks, especially during the legislative session. Understands power-mapping and how to influence coalition and legislative dynamics from various positions of power.

**Critical thinking and problem-solving ability:** Quickly grasp subtleties of complex issues and identifies patterns in challenges. Proposes solutions to issues without much guidance. Effectively identifies connections between and rifts in aligned or competing policy priorities and advocacy issues. Ability to quickly change course as new information becomes available. Must be able to thrive in an ever-changing environment, shifting priorities due to external factors, and make sound judgement in the face of ambiguity.

**Clear, precise, and detail-oriented communication:** Accurately reads, writes, and interprets policies. Speaks and writes clearly on behalf of the organization and ability to tailor messaging based on audience. Organizes and shares information effectively.

**Relationship building and resilience:** Demonstrated ability to build strong relationships with a variety of partners and policymakers. Understands and has the ability to navigate the challenges of coalition work. Listens closely to understand needs, nuances, or concerns and takes steps based on that input. Responds to people in a timely manner and provides clear, helpful, accurate information. Operates resiliently in challenging, hostile, and/or quickly-changing environments with many underlying legislative and other interpersonal dynamics at play.

#### **The following are plusses, but are not requirements:**

- Experience in healthcare and/or family planning policy and/or administration.

- Legislative experience in a hostile policy environment.
- Experience applying health equity principles and values throughout work.
- Strong technical, policy, legislative, and/or legal writer.
- Proficient with Microsoft Office Suite, Google Drive, and related software.

### WHAT ELSE YOU SHOULD KNOW

<b>Position Title:</b>	Government Affairs Manager
<b>Supervisor:</b>	Director of Programs
<b>*FLSA Classification:</b>	Exempt
<b>Starting Salary:</b>	\$75,000

*\*FLSA - Fair Labor Standards Act: Exempt or Non-Exempt*

### Work Environment

- MFHC is a fast-paced organization that operates in a challenging external environment. You **MUST** be able to thrive in a professional setting with changing priorities due to external factors. You must be able to effectively, professionally manage hostile communication and differing perspectives in a legislative context.
- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of sitting and walking in the Capitol building and during legislative hearings.

### Travel Required

- Possess a valid driver's license to operate a rental vehicle or personal vehicle.
- Travel is required in-state for legislative hearings and sessions, stakeholder meetings, etc., with potential for 1-2 out of state conferences per year. All travel may require overnight. This position would be required to maintain a consistent in-Capitol presence during the Missouri State Legislative session (January - May), being in Jefferson City at least one to two days per week.

### Location and Schedule

- May perform work from the Jefferson City office, or remotely, within the state of Missouri, or cities contiguous to MO, but must be in Jefferson City one to two days per week during legislative session. If working remotely, an in-home, dedicated work space, is suggested.
- General office hours are 8:00 am – 5:00 pm, Monday – Friday; however, due to the nature of this role, evening and extended hours will be required for legislative session and coalition work. Employee will have **flexibility** to manage schedule as needed while still attending to required tasks, meetings, and events each week.

## Benefits

- All salaried employees are eligible for unlimited Paid Time Off. This allows employees to balance the responsibilities of home and work while also prioritizing rest. Employees are still responsible for fulfillment of their job duties.
- 12 weeks of paid parental or medical leave.
- 100% paid employee coverage for health, vision, dental, life, and long-term disability insurance; 50% - 100% paid dependent coverage for health insurance based on plan.
- 10 paid holidays, employee's birthday, and paid office closure the last two weeks of the year.
- Retirement plan with up to 3% employer match.

## Work Authorization

The person assuming this position is required to verify eligibility to legally work in the United States.

## EEO Statement

MFHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type on the basis of sex, color, race, religion, national origin, age, physical or mental disability, sexual orientation, citizenship, veteran's status, political affiliation, marital status, gender identity, number of pregnancies, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation, and training.

## HOW YOU CAN APPLY TO JOIN MFHC

To apply, please **complete the [online application](#) by 5:00 PM, June 30, 2025**. MFHC will only consider candidates who complete the online application, which includes submission of a resume and cover letter that addresses the following questions or points:

- Describe your vision for creating a world where everyone has the freedom to access sexual and reproductive healthcare, no matter who they are or where they live. Include at least one tangible strategy you would use to make that a reality.
- Tell us about legislative strategies you have used to advance or defeat legislation.

All resumes will be treated as confidential. No phone calls please.