

Part-Time, Contract Position: Development and Policy/Advocacy Communications Manager

Position Title: Policy and Development Manager
Reports to: Project Founder
Start Date: ASAP
Location: Remote
Rate: \$4500/month for 3-6 months (approx. 15 hours/week)
Possibility of extension of contract length and/or additional hours/week.

Do you have passion about health justice and experience in social movements, public policy and/or public health, and grant-writing, fundraising and/or philanthropy?

Do you believe that those most affected by devastating policies of harm and neglect can and must be the leaders of pivotal efforts to fundamentally transform systems of bias, inequity and harm?

Are you looking for a part time, flexible work that will make a real difference in a fast-moving and pivotal project?

Strategies for High Impact (S4HI) is a new initiative supporting progressive, intersectional work in and across COVID-19, Long COVID and complex chronic conditions in the United States through collaborative development of national networks, strategic communications, policy work, research advocacy and leadership development.

Multiple and overlapping health, social, ecological and economic crises are disproportionately affecting Black, Indigenous and people of color (BIPOC), immigrants, low-income and poor people, queer, transgender and gender non-conforming people, and disabled and chronically-ill people.

We are grounded in generations of health equity, social change and disability justice movements to meet the challenges we face, and the opportunities we must seize.

We're seeking a contracted manager focused on writing and project support for fundraising/development and policy/advocacy communications in order to support and scale up the work of emerging leaders, groups and networks of people living with Long COVID and other complex chronic conditions.

Responsibilities will include:

- Collecting and organizing information on policy, research, and funding sources

- Drafting and editing briefs, reports, educational materials, website content and/or press materials
- Managing the ideation, writing, finalization and submission of fundraising and program documents, including grant proposals, partnership agreements and all collateral materials.
- Assisting with the planning and conduct of strategic discussions, meetings and online events. Assist with fundraising strategies, including crowdfunding.

Desired Qualities:

- Minimum of three to five years of experience in social movements, public policy and/or public health, and grant-writing, fundraising and/or philanthropy.
- A fast, accurate and engaging writer and communicator who can shift tone and style for different audiences and contexts, including non-specialists and people without much formal education.
- Attention to detail and organizational skills.
- Analytical and critical skills – capacity to extract key points from research findings, policy materials and reports, and discussions and interviews.
- The ability to produce consistent, quality work in an emergent movement and project environment.
- Affinity for complexity.
- Comfortable asking questions when instructions are unclear or priorities are conflicting.
- A great teammate who is committed to contributing to, building on and amplifying the successes of those in the movement around them.
- A self starter who can work both independently and collaboratively.
- Issue alignment: You are familiar with, or open to learning more about, issues related to health justice, Long COVID and complex chronic conditions, and have a strong commitment to racial justice, gender justice and social change.
- Lived experience with disability and/or complex chronic conditions such as Long COVID, ME/CFS, POTS, EDS or Chronic Lyme preferred.
- Experience with coalitions, alliances and networks; creation of curricula; graphic design skills all helpful but not required.

To Apply: Please send a brief cover letter explaining your interest and qualifications and two writing samples (ideally, one that is written about/for advocacy, policy or programs, and the other for fundraising/grants) to jdstratcomms@gmail.com. **Please use the subject line: Contract Position: Development and Policy/Advocacy Communications Manager.** Applications will be collected until the position is filled, but applicants are encouraged to apply by November 20.