



**STEINBERG  
INSTITUTE**

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**ADVANCING BRAIN HEALTH POLICY & INSPIRING LEADERSHIP**

## **Steinberg Institute**

**Job Title:** Legislative and Regulatory Affairs Director

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Prepared Date:** January 2018

### **INSTITUTE OVERVIEW**

Founded in January 2015 by Sacramento Mayor and former State Senate President pro Tem Darrell Steinberg, the Steinberg Institute (SI) is a leading nonprofit public policy institute whose mission is to advance sound public policy and inspire leadership on the issues of brain health.

We believe that access to quality mental health care is one of the most pressing civil rights issues of our time. The Steinberg Institute is committed to bringing together leaders in government, medicine, research, business and technology to advance the diagnosis and treatment of brain illness, and to usher in a system of care in which brain health is treated with the same sweep and urgency as physical health.

### **POSITION SUMMARY:**

The Legislative and Regulatory Affairs Director is a member of the institute's executive team and will provide leadership in all aspects of developing, strategizing and advancing our public policy goals. The successful candidate will possess excellent public speaking and writing skills and will be fluent in California's legislative and budget process. S/he will track federal activities and promote innovative brain health strategies being implemented across the state, nation and in other countries. This position requires an emotionally intelligent leader who can build strong relationships with a diverse group of people including legislative, budget and executive branch staff and members of our dynamic array of coalition members. Reporting to the ED, the executive in this position will be accountable for the following:

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- ✓ Manage the development of legislation and budget proposals
- ✓ Identify political and regulatory obstacles to reform, and work with staff to consider and address these obstacles
- ✓ Develop and lead in the execution of strategic legislative strategies
- ✓ Effectively articulate our priorities to the Legislature, executive branch, stakeholder groups, and media
- ✓ Provide expertise on key trends and activities in the mental health policy environment.
- ✓ Identify the information needs and priorities of media and policymakers, and work with SI staff to produce and tailor information and other materials in response to those needs

- ✓ Facilitate meetings and briefings
- ✓ Supervise mid-level public policy staff and/or interns when applicable
- ✓ Other duties as directed by the Executive Director

## **QUALIFICATIONS**

- ✓ Seven or more years of legislative experience
- ✓ Comprehensive understanding of state legislative and budget processes
- ✓ Working knowledge of California's health care delivery and financing systems
- ✓ Understanding of substance use disorder policy
- ✓ Excellent analytic and critical reasoning skills
- ✓ Superior writing and communication skills, with an ability to translate complex ideas into clear, easy-to-understand concepts
- ✓ Ability to build strong relationships
- ✓ Bachelor's degree required, master's degree in public policy, public administration, public health, or a related field preferred

The most qualified candidate will also demonstrate:

- ✓ Commitment to and passion for the institute's mission
- ✓ Excellent interpersonal skills
- ✓ Strong initiative and superior productivity

## **Salary and Benefits**

Salary is competitive and commensurate with training and experience. The institute provides a generous benefits package. This is an exempt position, and you will be expected to work the necessary time to complete key assignments and related tasks on schedule.

## **To Apply**

Please email a cover letter that summarizes your qualifications and describes your interest in the position. Attach your resume in Microsoft Word or PDF format, and send to [Maggie@steinberginstitute.org](mailto:Maggie@steinberginstitute.org). Please reference the position (Legislative and Regulatory Affairs Director) in the subject line of your email. This position is based in our Sacramento office; there will be no paid relocations. We will accept resumes until the position is filled.

The Steinberg Institute is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

For more information about the Steinberg Institute: [www.steinberginstitute.org](http://www.steinberginstitute.org)