



Drug Affordability Action Team Project Manager - JOB OPENING

Doctors for America (DFA) is a national grassroots organization that mobilizes thousands of doctors and medical students in all 50 states putting patients over politics to improve the health, welfare, safety, and equality of our patients, community, and nation. This is OUR Lane too! Our 12 years of advocacy and education are filled with successes in amplifying the voice of physicians.

JOB OVERVIEW

DFA has an immediate opening for the position of Project Manager for our Drug Affordability Action Team, one of our main working groups. DFA is looking for an experienced strategic organizer to advance this initiative by engaging and organizing physician members both at the state and national level in our fight for affordable prescription drugs for all. The position involves overseeing, developing, and implementing components of the initiative stated below and working closely with our national steering committee of dedicated physicians putting forth the vision of our 19,000 national members. The exact position may be tailored based on your experience.

The ideal candidate is passionate about engaging physicians in the fight for fair drug pricing and recruiting a strong diversity of physicians in this fight. Preferably, he or she has some experience organizing movements related to health care reform, access to health care, access to medicines, or broad health care social movements in the United States. We are actively responding to the health system deficiencies and injustices that have been exposed and exacerbated by COVID-19, using it to frame our actions in ensuring federal and state policy actions to curb high prescription drug pricing.

· **Reports to** DFA Executive Director

· **Position classification:** Exempt, full time

JOB DUTIES

1. Work closely with the [DFA Board of Directors, Executive Director, and members of the](#) Drug Affordability Action Team national steering committee including through regular virtual and when possible, in-person meetings to coordinate DFA's response on drug pricing issues;
2. Manage several components of DFA's Drug Affordability Action Team campaign at both the federal and state level as well as our mobilization efforts in Washington, DC as it pertains to national policy reform;
3. Oversee, implement, and assist in the coordination and planning of meetings and events, develop documents, and recruit for virtual and when possible, White Coats Advocacy Boot Camp trainings of physicians around the country;
4. Grow and coordinate our Rapid Response Team of physician advocates to mobilize around national and state level efforts;
5. Develop materials alongside the Communications and Public Relations Manager including policy briefings, sign-on letters, social media posts, and other communications projects for immediate and long-term use by DFA;
6. Embed this project with the state organizations, and engage and utilize our trained doctors to further the policy goals in these states;
7. Oversee and grow our Physician Story Portal collecting personal and patient stories related to unaffordable prescription drugs in collaboration with our communication's staff, and national partners;
8. Engage in administrative duties including scheduling, routine check-ins with the DAAT co-chairs and Executive Director as well as the national steering committee, assisting with grant reports, seeking out and applying to other possible grant opportunities, and growing our membership;
9. Contribute to DFA's overall development and additional duties as assigned.
10. Attendance to evening and weekend events will be required.

REQUIRED EXPERIENCE

- At least 5 years of quality grassroots advocacy/targeted constituent organizing;
- Strong interpersonal skills, ability to work well on a diverse team, and previous experience supervising other staff;
- Administrative proficiencies: excellent writing and editing of reports, emails, organizational materials, communications to membership
- Ability to work well within a diverse team including with prior experience working with healthcare providers as an added plus
- Strong organizational and administrative skills and attention to detail;

- Ability to work under pressure and meet tight deadlines in a fast-paced, changing environment
- Strong work ethic, creativity, and tenacity in achieving objectives;
- Commitment to Doctor for America's mission and goals;

RECOMMENDED EXPERIENCE

- Communications experience, working with the media and strong social media skills
- Having experience with remote working, especially as part of a team;
- Proficiency in Microsoft Word, Excel, Nation-Builder/ActionNetwork or compatible database, Google Drive, Google Docs, Powerpoint, and website functions;
- Prior nonprofit and policy experience—with both 501(c)(3) and 501(c)(4) organizations—are a plus;

HOW TO APPLY

- ❖ **Please send:** Resume, cover letter and two writing samples, list of 3 professional references with contact information (phone/email) to **Jobs@drsforamerica.org**
- ❖ **Start Date:** Available now - to be hired as soon as possible
- ❖ **Salary/Benefits:** Competitive salary, health care, vacation, sick days and Fidelity Simply IRA (employer match).