



Manager of State and Federal Advocacy

About AOPA

The American Orthotic and Prosthetic Association (AOPA) is a national trade association committed to providing high quality, unprecedented business services and products to O&P professionals. Since our founding in 1917, we have worked diligently to establish ourselves as the voice for O&P businesses. For more information on AOPA, please visit www.aopanet.org.

Position Description

AOPA is the orthotic and prosthetic profession's leading advocacy organization. Representing members' interest at the federal and state levels, AOPA strives to stay ahead of the challenges facing O&P with thoughtful, future-looking legislative and regulatory policy initiatives. AOPA's policy agenda is informed by health policy research designed to improve access to high quality orthotic and prosthetic care and is strengthened by partnerships and collaborations with other stakeholders and specialties. The Manager reports to the Director of Health Policy and Advocacy. The position is full-time and intended to manage state and federal advocacy initiatives to assist AOPA members in being successful in their work as health professionals advancing the mobility needs of their patients – persons who have experienced limb loss or chronic limb impairment.

Responsibilities and Minimum Qualifications

- Assist Director of Health Policy and Advocacy on all lobbying efforts and reporting
- Organize events to mobilize grassroots members and constituencies
- Assist with the planning and execution of AOPA's Annual Policy Forum.
- Assist with content development related to advocacy activities, including but not limited to call-to-action alerts, blogs, press releases, publications and other communications.
- Develop and executes an outreach program for new members of Congress and their staff.
- Assist with management of the Government Affairs and Veterans Affairs Committees
- Manage AOPA's State Reps Network and quarterly meetings.
- Write monthly State by State column for the O&P Almanac.
- Review daily digests for state bills associated with O&P and posts on appropriate state pages of the AOPA Co-Op (Confluence)
- Help create state-specific call-to-action campaigns
- Serve as an integral team member for AOPA supported state-based initiatives including the So Every BODY Can Move campaign

Qualified candidates should have:

- 2-5 years of legislative advocacy experience.
- Strong working knowledge of the federal and state legislative process
- Ability to handle a large workload while maintaining an upbeat and positive approach
- The desire to build relationships on Capitol Hill and in state legislatures
- Excellent organizational, interpersonal and communication skills.
- Advanced degree in law, public policy, or political science preferred.

Additional Requirements

- Some travel required
- Strong knowledge of Microsoft Excel, Word, PowerPoint, Teams and Outlook required
- Knowledge of Phone2Action, Quorum and/or similar platforms a plus
- Knowledge of Atlassian Confluence a plus

AOPA Benefits & Culture

AOPA offers a competitive nonprofit salary and strong benefits package, including: 100% payment of employee premiums for health insurance (medical, vision and dental), life insurance, and disability insurance. AOPA also offers health savings and flexible spending accounts; a 401(k)-retirement plan with employer match; a hybrid remote/in-office work policy; and generous personal, vacation, and sick leave.

We are only seeking candidates who reside in Northern VA, DC, or MD area for this role.

AOPA maintains a hybrid in-office/remote work policy. Employees work two days per week in-office and three days remote. AOPA's staff is a highly collaborative team that depends on open communication, individual accountability, and our diverse expertise to serve our membership and the O&P community. AOPA is an equal opportunity employer, committed to a diverse and inclusive workplace. We encourage candidates from diverse backgrounds to apply.

To apply, please complete both steps below:

1. Please [complete the questionnaire here](#), AND
2. Email your resume & two professional references (**in one combined PDF file**) to HR@aopanet.org, with "MA2024" as the subject heading.

Questionnaire Link: <https://forms.gle/QRGTQwrMPHqEXW668>