Program Manager – Job Opening

Doctors for America (DFA) is a national grassroots organization that mobilizes thousands of doctors and medical students across the country to advocate for a system that provides equitable, universal healthcare to everyone. DFA amplifies the voice of progressive physicians through education and advocacy training to put patients over politics and profits.

Job Overview:
DFA has an immediate opening for a Project Manager position working with its drug affordability and health for all programs.

The ideal candidate is passionate about engaging physicians in advocating for fair drug pricing and affordable, universal access to health for all Americans particularly in the time of the COVID pandemic and beyond. S/he will have experience organizing healthcare reform movements, access to medicine efforts, and broad healthcare social reform movements.

· Reports to DFA Executive Director
· Position classification: Exempt, full time

Job Duties:
1. Work closely with DFA’s executive director, staff colleagues, and volunteer physician leadership teams through regular virtual meetings, email and slack channels to coordinate DFA programs on drug affordability, health for all and other initiatives as assigned;
2. Manage state-based campaign activities in PA, NJ, IL, OR, & CO to incorporate the physician voice in policy reform efforts involving affordable medicines and access to health care – those state based initiatives will expand to other states;
3. Plan, oversee, and coordinate the execution of advocacy training for physicians, both virtual and in-person around the country;
4. Coordinate physician rapid response team efforts around state and federal initiatives;
5. Develop policy briefing materials, sign-on letters, petitions, surveys, and social media toolkits, and other program support products;
6. Manage the drug affordability physician story portal in collaboration with communications team;
7. Administrative duties to support the executive director, volunteer physician leaders to identify new funding opportunities, draft grant report supporting documents, and contribute to adding value that will grow membership;

Requirements and qualifications:
- Commitment to Doctors for America mission and principles.
- 5 - 8 years of program management and grassroots advocacy training and organizing.
- Ability to work well on a diverse team, coordinating program objectives and supporting volunteer physician leaders. Experience supervising staff a plus.
- Excellent communications skills: both written and oral – ability to clearly articulate cogent messages in briefing and advocacy materials, emails and physician leader and member communications.
- Proficiency in the Microsoft Suite -- Word, Excel, PowerPoint, Google Docs, Adobe Acrobat, and the Action Network CRM.
- Prior nonprofit and policy experience with 501(c)(3) organization is a plus
- Strong work ethic, creativity, and tenacity in achieving objectives.
- Ability to work under pressure with a sense of humor and flexibility.

Checklist:
- **How to Apply:** Please submit your resume, cover letter, and two writing samples to karla.pratt@drsforamerica.org with subject line Last Name – Program Manager.
- **Start Date:** Available now
- **Salary/Benefits:** Competitive salary, health & dental insurance, vacation, sick days and employer match retirement plan.