

## **OPEN POSITION: POLICY & ADVOCACY MANAGER**

### **ABOUT US**

Inseparable is committed to life-changing progress in mental health and substance use care for all Americans. Our resolve to reshape the public policies that govern mental health care takes us deep into states and communities where we see strong potential for change. This same resolve drives our advocacy for federal policies, funding and leadership.

Launched in May 2020, Inseparable has quickly become a driving advocacy force in the mental health field. We are proud of the unique strategic capabilities and teamwork that has led Inseparable to 57 wins in 20 states since 2022. We are advocates for hope and relentlessly focused on four policy areas: youth mental health, access to care, crisis response, and the mental health workforce.

### **ABOUT THIS ROLE**

We are looking for a creative, knowledgeable, and passionate Policy & Advocacy Manager to support our ambitious state and federal efforts to advance mental health policy in our core policy areas: improving access to mental health and substance use care, improving crisis response, promoting school and youth mental health, and expanding the mental health workforce. This role will assist in tracking state and federal legislation; assist with project management, policy research, and data collection; support our work with building coalitions and educating policymakers and other activities that support Inseparable's successful campaign-style policy and advocacy efforts.

This role will be an integral part of the Inseparable policy and advocacy team and will report to Inseparable's Chief Advocacy Officer. We will consider remote work for this position. Our organization is deeply committed to creating an inclusive work environment and encourages diverse candidates to apply, including those with mental health conditions.

The starting salary for this role is \$70,000 - \$90,000, commensurate with experience. We offer a competitive benefits package including a full suite of health and wellness benefits at no cost to the employee, the opportunity to participate in a 401k plan (with an employer match), and paid time off.

Job Type: Full-time

### **PRIMARY RESPONSIBILITIES:**

- Assist with tracking of state and federal legislation and bill status;
- Assist with tracking policymaker and state official engagements, testimony, media coverage, and other activities related to state and federal advocacy;
- Lead research, compilation and curation of relevant and strategically important mental health news coverage;
- Assist with drafting external policy and advocacy content such as talking points, blogs, and newsletters;
- Contribute to the development of testimony, regulatory comments and other formal communications with policymakers;
- Assist with data collection, policy research, and project management;

- Provide support for policy-related coalitions, caucuses, and convenings:
- Assist with developing presentations to be used with internal and external audiences; and
- Other duties as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

- 3+ years of relevant mental health/health/disability policy experience, preferably with experience in state or federal legislative or executive branch offices, government affairs, or nonprofit policy or advocacy organizations
- Excellent writing and editing skills, and close attention to detail
- Ability to effectively and timely track state and federal legislation
- Experience in conducting research on policy-related issues
- Ability to provide technical support for setting up and supporting participants and speakers on Zoom meetings
- Proficient in project management skills, tools, and communications
- Effective at working both independently and as part of a team
- A drive to constantly learn, evolve, and share best practices
- Thrives in collaborative, fast-paced, and deadline-driven environments
- Passionate about supporting state and federal mental health policy and advocacy
- Bachelor's degree (or equivalent in work experience) is required

*The above statements are intended to describe the general nature and level of work being performed by the person holding this position. It is not an exhaustive list of all duties and responsibilities. Inseparable reserves the right to amend and change responsibilities to meet organizational needs as necessary.*

**How to Apply**

Please email [jobs@inseparable.us](mailto:jobs@inseparable.us), with a copy of your resume and a cover letter. Please include "A&P Manager" in the subject line. The deadline to apply is February 14, 2025.

**Equal Opportunity Employer**

Inseparable is an equal opportunity employer. We recruit qualified candidates without regard to age, disability, marital status, protected veteran status, race or color, national origin, religion, sex, sexual orientation or gender identity or expression, genetic information, or any other characteristic protected by law. Our organization is deeply committed to creating an inclusive work environment and encourages all to apply, including those with lived experience with mental health conditions.