



Vice President of Public Policy and Legal Affairs

Professional and Exempt position

This position reports to the President/CEO.

Position Summary

Manages Florida Senior Living Association's (FSLA) legislative, regulatory policy and legal affairs. Principal contact for the legislature, state agencies, members, and other interested parties. Primary responsibilities focus on identifying policy objectives that support FSLA's mission and advocacy efforts at the state and local level.

Essential Duties and Responsibilities

- Advocates for legislation, clearly defined regulatory policies, strategies and operational plans to advance Florida's Assisted Living and Memory Care communities.
- Prepares letters, briefing documents, position papers, op-eds, etc. for establishing and advocating FSLA's positions.
- Writes newsletter articles, member briefs, posts to social media and member publications on a regular basis.
- Develops and manages relationships with the staff and members of the Legislature, the Governor's office, state agency officials, industry/advocacy partners, and other stakeholders.
- Appears before key legislative committees, the Governor's office and other regulatory bodies, providing testimony and advice on issues important to the Assisted Living profession.
- Develops association's strategies and priorities with CEO and contracted lobbyist.
- Staff liaison to association's Public Policy Legislative Committee and provides board with information and updates during quarterly board meetings.
- Works with association staff and membership to develop grassroots advocacy program.

Qualifications and Experience

- Juris Doctor degree, member of the Florida Bar.
- Minimum of five years' experience as a licensed attorney, experience in legislative affairs/government relations, assisted living policy, health policy, regulatory policy and/or elder care issues.
- Administrative law experience and knowledge of the Florida state legislative process and political environment.
- Ability to research and draft well-written, purposefully legislation and rules.
- Ability to build relationships with the legislature, senior legislative/committee staff, and key personnel in the executive branch.
- Ability to work independently, lead and manage multiple projects.
- Excellent interpersonal, written, verbal communications, and negotiation skills.
- Substantive and analytical skills.
- Association experience preferred.