

**Job Description:
Director of Public Policy
American Art Therapy Association**

The American Art Therapy Association, Inc., a 501(c) (3) membership association, seeks a Director of Public Policy to begin the work of building American Art Therapy Association's national public policy program early in the first quarter of 2010.

The Director of Public Policy reports to the Executive Director. The full-time employee position calls for a focused and creative individual who possesses strong organizational and communications skills. The Director of Public Policy monitors and continually strengthens the relationship with the association's members, chapters and affiliate organization. The position is based in the Washington D.C. area and thus candidates should reside in or be willing to relocate to this general region. *Cost of relocation will not be reimbursed.*

Selected applicants will first be interviewed by phone by the Executive Director and then as appropriate with the American Art Therapy Association Government Affairs Committee and Board liaison for government affairs. Final interviews will be conducted in person at a location in the greater Washington D.C. area. The intention is to fill the position no later than the end of February, 2010

Background and Mission of American Art Therapy Association

The American Art Therapy Association is an organization of professionals formed in 1969 dedicated to the belief that the creative process involved in art making is healing and life enhancing. Its mission is to serve its members and the general public by providing standards of professional competence, and developing, promoting knowledge in, and of, the field of art therapy. The American Art Therapy Association is a national, non-profit association representing over 5,000 members. It is governed by an 11-member Board of Directors elected by the membership. The American Art Therapy Association also has more than 35 State and Regional Chapters that conduct meetings and activities for members and promote art therapy on the state and local level.

The American Art Therapy Association promotes the therapeutic use of art by:

- Encouraging the highest quality of art therapy services to the public.
- Facilitating communication among members, colleagues, and like minded organizations.
- Supporting the American Art Therapy Association's legislative agenda at the state and federal levels.
- Disseminating information to the general public, art therapists, professionals and consumer groups.
- Recognizing excellence in clinical, professional, educational, and research activities.

The Association web site is www.americanarttherapyassociation.org.

Responsibilities of the Director of Public Policy

This individual advises and supports the Executive Director in the development, management, and evaluation of government relations programs and provides oversight in matters related to occupational regulations for association members. The Director leads in development and distribution of all government advocacy materials, posting of government grant opportunities and advocacy information through the Association's website. The Director ensures that initiatives and

programs are strategic, effective, and coordinated with the Association's strategic plan and with allied groups, organizations, and coalitions. Primary duties include:

- Develops an annual Public Policy and Advocacy Communication's Plan for input of the Government Affairs Committee and Executive Director. Executes the approved plan.
- Represents the American Art Therapy Association with key publics and target partner organizations.
- Monitors government grants and provides the American Art Therapy Association members with access through the Association's web site access to the latest grants available on the state and national level.
- Overseas, develops and submits federal grant applications in conjunction with the Executive Director and others for national American Art Therapy Association related projects and national demonstration projects.
- Maintains relationships with federal government agencies, appropriate congressional and house leaders, and state governor's offices on specific issues of national importance.
- Develops and assists in the implementation of a legislative and regulatory advocacy effort at the federal and state levels to promote occupational regulations and reimbursement of art therapy services.
- Monitors and analyzes relevant federal and state legislation and provides information to American Art Therapy Association members through its web site.
- Implements government grants monitoring and reporting.
- Assists members and others with government and legislative inquiries. Develops Q& A and "How To" for the members to assist in this process. Updates the Public Policy Tool Kit for Chapters.
- Acts as staff executive of the Governmental Relations Committee and relevant task forces.
- Directs, manages and assists all of state chapter governmental affairs efforts. Coordinates the advocacy initiatives and, along with other Association volunteers and senior staff, represent the Association before regulatory and credentialing agencies and affiliated mental health organizations.
- Makes presentations for national and state groups and participates on taskforces for key groups as needed to achieve advocacy objectives.
- Develops and coordinates advocacy trainings at the American Art Therapy Association's national conference and in state chapters when needed.
- Serve as a representative/liaison at national meetings, conferences, and hearings related to policy and prepares the Board, Government Advocacy Committee and Executive Director for presentations to related groups.
- Participates in annual strategic planning activities and assists the Strategic Planning Committee by working with the Executive Director on the Plan development.
- Assists the Executive Director with development and implementation of federally funded programs for information sharing and research in the field of art therapy.

Qualifications

The candidate must have demonstrated experience in managing public affairs and communications program for a professional association or national non-profit member organizations or similar national governmental experience. Candidates must be capable of handling multiple tasks and deadlines in a fast-paced work environment. The American Art Therapy Association is looking for a strong individual with a collaborative approach, excellent communication skills, entrepreneurial drive, and a commitment to the American Art Therapy Association mission. The candidate must have the ability to think and act strategically and creatively within budget limits. Knowledge and experience in federal and state government grants and experience with government decision makers is preferred. Occasional travel is required to attend conferences and meetings. Preference will be given to those candidates with a record of

not-for-profit, government and/or professional association government affairs success in the health care field, particularly mental health, and reside in the greater Washington D.C. metropolitan area.

Compensation

This is a full time employee position. Compensation will be commensurate with qualifications and experience.

Application

Email cover letter, resume, and three references from related supervisors and colleagues know during career experience. (Microsoft Word files only) to mmason@tpo-inc.com. You will be called if your qualifications are a match for the contact position. Please review the American Art Therapy Association web site for more information about Art Therapy. EOE; women and minority candidates encouraged.