



CALIFORNIA ACADEMY OF  
FAMILY PHYSICIANS  
**STRONG MEDICINE FOR CALIFORNIA**

**Position Title:** Manager of Grassroots and Advocacy  
**Classification:** Exempt, Full-time  
**Reports to:** Vice President of Advocacy and Policy

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**Position Summary:**

The CAFP seeks an experienced, motivated, and creative Manager of Grassroots and Advocacy who is dedicated to advocating for family physicians on critical health care issues in California. This position provides strategic and tactical support to advance CAFP's advocacy and policy priorities. The ideal candidate will have the knowledge, skills, and abilities to conduct grassroots activities, member engagement in advocacy, legislative advocacy, and policy development. The Manager of Grassroots and Advocacy will be a team player dedicated to promoting primary care and the issues that are important to family physicians.

Join a team of passionate and hardworking professionals who value community, diversity, connection, and professional development for a rewarding and long-lasting career.

**Organization Description:**

Established in 1948, the California Academy of Family Physicians (CAFP) is a nonprofit membership association with almost 11,000 members across the state. CAFP advocates on behalf of family physicians and the issues they care about, supports family physicians in practice with educational products and services, and fosters community by connecting family physicians with one another.

**Core Responsibilities:**

Grassroots and Member Engagement:

- Provide primary staff leadership and support to CAFP committees and delegations, including: scheduling, developing materials, and producing minutes and reports.
- Recruit, train, and manage family physician Key Contacts and execute Key Contact advocacy action plans.
- Manage design, content development, and distribution of the Legislative Update e-newsletter, Family Physicians Political Action Committee (FP-PAC) quarterly e-newsletter, and other methods of communication.

- Assist with the planning and staffing of CAFP's annual All Member Advocacy Meeting.
- Organize CAFP's Lobby Day, including: coordinating meetings and attendees, drafting background materials, talking points, and attendee communications, and providing necessary post-meeting follow-up.
- Identify and prepare witnesses for testimony to legislative and regulatory committees.
- Respond to member inquiries.
- Administer the FP-PAC, including: scheduling FP-PAC board meetings; preparing board materials, communications, minutes, and reports; managing contributions; issuing donations; attending PAC events; and identifying and coordinating Key Contacts for PAC events.

**Legislative Advocacy and Policy Development:**

- Compile, monitor, analyze, and summarize California state legislation, budget, regulations, policies, and issues that affect family physicians and their patients' health.
- Oversee a tracking system for CAFP priority legislation and legislation of interest, including regular status reports and summaries of activities on CAFP priorities.
- Draft legislative and regulatory comment letters and track the submission of legislative letters.
- Research quantitative and qualitative data and background material to support policy positions.
- Assist with coalition building among stakeholder groups that have a mutual interest in primary care issues.

**Required Skills and Experience:**

- An advanced degree in public policy, public health, public administration, or related field, and three years related experience (OR seven years direct related experience)
- Excellent written communication, with a proven capacity to deliver clear, organized, and concise written material.
- Proven experience managing complex research projects, including the ability to think strategically and creatively to answer a research question using qualitative and quantitative data analysis.
- Ability to think strategically and deliver tactically.
- Organized, efficient, and detail-oriented.
- Able to multitask to address multiple simultaneous demands.
- Proficiency with basic office software products including Word, Excel, Power Point, and Google's suite of office products.
- Strong interpersonal skills including the ability to interface with staff and physician members.

**Work Schedule and Compensation**

This is a full-time position, Monday-Friday. This position will be based in Sacramento, California, with the possibility of remote working. Travel (up to 20%) within the U.S. is required.

*\* All staff are working remotely, and most professional travel is currently on hold due to COVID-19.*

Salary is commensurate with experience ranging from \$70k to \$90k. Health, vision, and dental benefits are provided, along with generous retirement benefits and time off.

**HOW TO APPLY**

Candidates that meet the requested requirements should send a cover letter and resume to [jobs@familydocs.org](mailto:jobs@familydocs.org).