



Example of Advocacy Manager Job Description

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Our innovative and growing company is hiring for an advocacy manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for advocacy manager

- Document FAST services in FASOR IAW FAP Standard P-11, and will document NPSP services in FAPNet IAW FAP Standard P-10
- Providing daily support and liaising with the field advocacy staff by providing materials and technical support, and assisting the Executive Director with ensuring all advocacy activities are working toward the execution of the organizational strategic plan
- Managing and coordinating with external partners (including consultants and contractors)
- Monitoring and tracking national budget and national and local advocacy grants and expenses, ensuring compliance with all requirements
- Collecting and compiling patient stories and managing the written story production process
- Providing training to advocates/staff on advocacy activities, such as social media training and national advocacy priorities
- Advising on and implementing digital advocacy strategy at the national level, coordinating with external partners to create effective campaigns
- Providing strategy and support for digital advocacy at the state level, coordinating with advocacy managers to create specific and effective state-based campaigns
- Consulting with the Executive Director, Advocacy to plan and execute advocacy team meetings and training for advocates
- Cataloging and maintaining all digital advocacy assets

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- Educated to degree standard preferred
 - Strategic ability & high-level understanding of business goals and objectives
 - Understanding of quality management processes such as Voice of the Customer Programs
 - Strong work ethic with ability to proactively manage multiple projects and meet deadlines and timelines
 - Proven track record of managing multiple competing priorities in a cross-functional environment with many stakeholders and teams
 - Self-directed and analytical, ability to understand and identify key priorities