

ADvancing States

Aging Policy Director

Full Time

ADvancing States represents the nation's 56 state and territorial agencies on aging and disabilities and supports visionary state leadership, the advancement of state systems innovation, and the articulation of national policies that support home and community-based services for older adults and individuals with disabilities.

ADvancing States is seeking an aging policy director. The director will have the responsibility for providing technical assistance and training to the nation's state aging directors.

The successful candidate will be a college graduate with a minimum of five years of experience in aging; strong leadership skills; demonstrated written and oral communication skills; and possess analytical capability.

This position is full-time and based in Arlington, Virginia. Some travel is required.

Key Responsibilities

- Facilitate the aging public policy committee and manage the aging public policy portfolio.
- Represent ADvancing States before Congress and federal agencies
- Remain abreast of key issues affecting national aging policy.
- Provide training and technical assistance support to state aging directors.
- Serve as a project lead on grants and contracts.
- Construct membership surveys and analyze the findings.
- Develop and maintain relationships with aging and disability national partners.
- Represent ADvancing States at speaking events and conferences.
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Basic Qualifications

- Master's or bachelor's degree in Public Policy, Gerontology, Health Policy, Public Administration, Social Work, or related field preferred.
- Prior experience in aging services, minimum five years.
- Ability to be flexible, multi-task, prioritize, and manage multiple partners.
- Superior verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong interpersonal communication skills.
- Team player with the ability to take initiative and work well independently. Strong analytical, problem-solving, and decision-making capabilities.

To apply, please send a resume and cover letter to: HR@advancingstates.org ADvancing States is committed to providing equal opportunities for all applicants for employment and strongly encourages individuals with disabilities to apply. We are an Equal Opportunities Employer.