

**NJ HEALTH CARE FACILITIES
FINANCING AUTHORITY**

JOB DESCRIPTION

COMMUNICATIONS/GOVERNMENT RELATIONS SPECIALIST

DEFINITION:

Under the supervision of the Executive Director, the Communications/Government Relations Specialist is responsible for developing written reports and communications with respect to the activities of the New Jersey Health Care Facilities Financing Authority (the Authority); coordinating various Authority symposia and seminars; monitoring the activities of Federal and State government that may affect the Authority and/or New Jersey health care providers and performing other special projects as required.

EXAMPLES OF WORK:

- Prepare the Authority's Quarterly Newsletter to be delivered to borrowers, potential borrowers and other health care industry stakeholders. Monitor the status of the Authority's current activities, its various financial services, and any new products it offers to ensure that newsletters, reports, or periodicals are as informative as possible and enhance marketing efforts;
- Draft press releases on Authority financings, initiatives, programs and regulations;
- Research and monitor government activities that could affect the Authority's operations and borrowers;
- Assist senior staff with strategic planning for known and potential regulatory activities related to the Authority and the health care industry;
- Write or obtain bios and photos of the Authority Members;
- Create marketing materials for new Authority products or policies;
- Write and publish the Authority's Annual Report; communicate with borrowers to gather comments, photos and any information relevant to their financing for the publication;
- Draft suggested text for the Governor, the Commissioner of Health and Executive Director for newsletters and annual reports and work with their respective communications staffs for approval of, or edits to that text;
- Attend all meetings of the Authority's Board, Finance Committee, Audit Committee, Evaluation Committee and any other committee and record, prepare, and disseminate meeting minutes as well as prepare scripts in advance of meetings, draft resolutions, and maintain binders relating to the meeting minutes and resolutions;
- Call the roll for votes and attendance at Authority meetings; must have professional presence and knowledge of "Robert's Rules of Order" for the running of a meeting;
- Post notice of Authority meetings, TEFRA notices and post Authority minutes according to the Open Public Meetings Act;
- Manage press calls and schedule interviews with Authority staff and the media when appropriate;

- Create and manage all content on the Authority's website, working with the Office of Information Technology on posting updates;
- Assist administrative staff with identifying national and state-wide news stories of relevance to Authority business;
- Prepare a monthly legislative advisory for Senior Staff and Authority Members on newly enacted and pending State and federal legislation with the potential to affect the Authority and its borrowers along with a brief summary of the legislation and its likely affect.
- Assist in preparing reports which detail technical financial issues affecting the Authority and others in the financial community, and assist with preparation of staff presentations for conferences as needed;
- In anticipation of distributing periodicals and reports, coordinate the receipt of competitive bids from interested printing firms, photographers, etc.;
- Coordinate various on-site and off-site Authority symposia and seminars; communicate with Authority Members and vendors (hotels, caterers, etc.); assist in developing an agenda and other meeting materials; prepare correspondence related to special events including letters of invitation or thanks; perform general event planning and guest management duties for the events;
- Draft Requests for Statements of Qualification (RFQ) or Requests for Proposal (RFP) to provide a specialized (printing/photographer, etc.) professional service; develop specifications for inclusion in RFP; participate in evaluating responses to RFQ/RFP; offer recommendations for awarding contracts, if required;
- Responsible for monitoring all daily activities affecting the printing of Authority periodicals or formal reports; communicate with printing firm/photographer, etc. to ensure that terms of contracts are satisfactorily executed;
- Strengthen existing and develop new relationships with staff members in the Governor's Office, Department of Health, other State executive branch officials, State legislators and legislative staff;
- Assist in reviewing incoming Open Public Records Act (OPRA) requests with the Custodian of the Record;
- Coordinates and participates in Authority activities related to the legislative session, attends legislative hearings and meetings with legislators, legislative staff and other legislative liaisons;
- Coordinates responses to legislative inquiries and reviews and edits legislative correspondence; and
- Performs other duties and special projects as assigned.

KNOWLEDGE AND SKILLS

- Thorough knowledge and understanding of the Authority's general and administrative operating functions; its structure, purpose, objectives, policies, and procedures;
- The ability to effectively communicate clearly and concisely, both orally and in writing, with associates and with outside professionals;
- Knowledge of Quark Express to publish the Authority's Newsletters and Annual Report;
- Superior organizational, communication, writing and interpersonal skills, including a command of the English language, proper sentence structure, punctuation, and grammar;

- Ability to plan, organize, staff, direct, and control projects and special assignments in a timely manner;
- Knowledge of Robert's Rules of Order for running a meeting and of the Open Public Meetings Act;
- Proficiency in various computer programs, including Microsoft Office Word, Excel, Outlook, Access and PowerPoint, or other related applications;
- Experience working with the federal or State legislature and/or legislative staff; and
- General knowledge of the health care delivery system.

EDUCATION/EXPERIENCE:

- Publication Writing/Publishing experience preferred;
- Bachelors Degree, preferably in Liberal Arts, Communications, English or Journalism;
- At least five years' experience in a professional office environment with demonstrated expertise in handling a host of diversified administrative, organizational and writing assignments;
- Government contacts at local, State and federal levels highly desirable;
- At least two years in a government agency, community-based organization or public relations firm; and
- Must possess a valid New Jersey driver's license.

****This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.****