

# NEHI

## Health Policy Associate

### Organization Description

NEHI is an independent, nonprofit national network focused on enabling innovation to improve health care quality and lower health care costs. In partnership with members from all across the health care system, NEHI conducts evidence-based research and stimulates policy change to improve the quality and the value of health care. Together with this unparalleled network of committed health care leaders, NEHI brings an objective, collaborative and fresh voice to health policy. For more information, visit [www.nehi.net](http://www.nehi.net).

### Position Summary

The Health Policy Associate will undertake the day-to-day research, analysis and policy activities in NEHI's high priority program areas. This is a full-time position and an outstanding opportunity for candidates with strong health care experience to work with senior leaders from all across the health care community to drive change in a fast-paced, team-oriented environment. Ideal candidates bring a blend of skills – problem solving, intellectual curiosity, collaboration – and prior nonprofit experience to their work at NEHI. Specific responsibilities include:

### Research

- Undertake day-to-day program area research, conducting literature reviews and background research
- Work in partnership with Program Directors to develop program and research initiatives
- Develop and manage program project plans and timelines
- Coordinate and conduct expert interviews with senior health care leaders
- Analyze and synthesize data and effectively communicate findings
- Co-author health policy reports, presentations, and articles
- Support development activities by working with team members to draft and submit grant proposals

### Policy

- Develop policy recommendations and talking points based on research
- Translate evidence-based research findings into public policy actions
- Facilitate the execution of high profile, half-day expert panels and program symposiums
- Coordinate and participate in external policy working groups and forums with senior health care leaders and policymakers
- Support development and execution of policy communication strategies

### Team Leadership

- Support health policy events, forums, board and member meetings, external communications (presentations, webinars), with opportunity to oversee and manage projects
- Assist in recruiting and mentoring of NEHI interns
- Participate in the development of NEHI's strategic focus and project initiatives

### Qualifications

- Bachelor's Degree required, Master's Degree preferred in relevant field including: public health, health services research, and public policy
- 1-3 years work experience, ideally at a consulting, health care or health policy organization; demonstrated interest/experience in health care
- Superior research and analytical skills; familiarity with literature reviews and interviews; ability to synthesize information from multiple sources (academic journals, newspapers, online publications, interviews, etc.); attentiveness to details and results; strong computer and Internet research proficiency
- Highly organized and flexible in a dynamic environment; comfortable working independently and in a team; capable of working productively on multiple projects simultaneously
- Excellent written and verbal communication skills; ability to demonstrate a high level of professionalism with senior level leaders in the health care community
- Strong computer proficiency in: Word, Excel, PowerPoint, Adobe Acrobat

### Salary and Benefits

Salary commensurate with experience. Excellent benefits. We are an equal opportunity employer.

To apply for this position, please submit a cover letter and resume to: [careers@nehi.net](mailto:careers@nehi.net). Please reference "Health Policy Associate" in the subject line of the email. Announcement will remain posted until filled.