

## **NEHI SENIOR HEALTH POLICY AND PROGRAM ASSOCIATE**

NEHI is a national nonprofit, nonpartisan organization composed of stakeholders from across key sectors of health and health care. Its mission is to advance innovations that improve health, enhance the quality of health care, and achieve greater value for the money spent. For more information, visit [www.nehi.net](http://www.nehi.net). It relies on membership dues and funding for specific projects to sustain its work.

NEHI seeks a Senior Health Policy and Program Associate at a time when the organization is focused on expanding its programs and encouraging collaboration among its members to yield policy recommendations and practical implementation tools that leverage payment reforms and improve health equity. The Senior Health Policy and Program Associate will be responsible for research, analysis, and the development of grant proposals. This position is an outstanding opportunity for candidates to work actively with NEHI's members to develop approaches that encourage the adoption of valuable innovations. He or she should be comfortable presenting to audiences comprising different disciplines and sectors of health care and structuring discussions that generate collaborative solutions to complex problems. NEHI seeks someone to participate in an intellectually rigorous, mission-drive, team-oriented environment. The Senior Health Policy and Program Associate will report to the Vice President of Policy Research and will be responsible for the supervision of Health Policy and Program Associates and Health Policy Interns.

### **RESPONSIBILITIES:**

- Conduct and synthesize background research, including literature reviews, on health care and health policy issues
- Develop and submit project proposals to external funders
- Co-author health policy reports, presentations, and articles
- Coordinate and manage program activities and deliverables
- Draft issue briefs, white papers, project reports, presentations, and other written deliverables for submission to funders and for external publication
- Develop, plan, and coordinate stakeholder roundtables, working groups, expert panels, and forums with senior health care leaders and policy makers
- Actively communicate with NEHI member organizations and membership prospects, providing program and content expertise
- Build and maintain durable relationships with external constituents, including staff of member organizations, funders and prospective funders, and other NEHI stakeholders
- Participate in external speaking engagements, when applicable
- Coordinate and conduct expert interviews with health care leaders and constituents
- Recruit, mentor, and supervise Health Policy and Program Associates and Health Policy Interns

### **SKILLS AND REQUIREMENTS:**

- Master's Degree in relevant field such as public health, health services research, or public policy required; Doctoral Degree (DrPH, PhD) or Doctoral Candidate preferred.
- Minimum 5 years' work or equivalent experience, ideally at a health policy, health care or consulting organization or Foundation;
- Grant/proposal development experience; experience with Foundation or PCORI (or other Federal organization) funding a plus.
- 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.); knowledge of Medicare and Medicaid policies a plus.
- Excellent written and oral communication skills; ability to clarify complex issues;
- Highly organized and flexible; comfortable working independently and in a team; capable of working productively on multiple projects simultaneously in a dynamic environment.
- Curious and creative.

- Familiarity and experience with project management.
- Ability to travel nationally on a limited basis

**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, resume, and 2-4 page writing sample (such as a position paper or policy brief) to: [careers@nehi.net](mailto:careers@nehi.net). Please reference “Senior Health Policy and Program Associate” in the subject line of the email. The position will remain posted until filled.