

# NEHI

## SENIOR HEALTH POLICY AND PROGRAM ASSOCIATE

NEHI is a national nonprofit, nonpartisan organization composed of stakeholders from across all 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).

NEHI seeks a Senior Health Policy and Program Associate at a time when the organization is expanding its national reach and focus on impact through the development of policy recommendations and practical implementation tools. The Senior Health Policy and Program Associate will be responsible for research, analysis, and the presentation of findings, often to audiences comprising leaders from across the health care industry. This position is an outstanding opportunity for candidates with strong health care/policy experience, as well as oral and written communication skills, to work 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 new 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 excellent relationships with external constituents, including staff of member organizations, funders and prospective funders, and other NEHI stakeholders
- Participate in external speaking engagements, when applicable
- Work in partnership with the Program Team to develop new projects and proposals
- 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:

- Bachelor's Degree required, Master's Degree highly preferred in relevant field such as public health, health services research, or public policy
- Ability to provide written syntheses of complex issues and draft requests for program funding
- 3-5 years' work experience, ideally at a health policy, health care or consulting organization or Foundation; knowledge of Medicare and Medicaid policies 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.); attentiveness to details and results
- Highly organized and flexible in a dynamic environment; comfortable working independently and in a team; capable of working productively on multiple projects simultaneously
- Project management experience a plus
- Ability to travel nationally on a limited basis
- Excellent written and oral communication skills

### 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.