



PROJECT DIRECTOR - Chronic & Vulnerable Populations

The National Academy for State Health Policy (NASHP) is seeking an individual to join our growing Chronic and Vulnerable Populations (CVP) policy team as a Project Director (PD). The Project Director will lead day-to-day operations for at least one major initiative for NASHP, and will join additional project teams as a senior team member. The primary focus of this work will be on state healthcare delivery system reforms that improve care delivery for chronically ill and vulnerable populations.

The successful candidate will be involved in the implementation and management of a range of initiatives ranging from the provision of technical assistance to states working to develop value-based payments at federally qualified health centers (FQHCs) to a federally funded evaluation of states' multi-payer delivery system reform efforts. The PD's responsibilities may also include work focusing on specific populations such as persons living with HIV/AIDS, criminal justice involved individuals, substance use disorder prevention and treatment, or services for individuals with developmental disabilities. NASHP has offices in Washington, DC and Portland, ME. This position may be located in either office.

Essential Duties and Responsibilities of the Position:

- Work in collaboration with Senior Program Director and other NASHP staff to develop, implement and manage project plans for specific policy areas and grant projects
- Working independently and as part of a team, design and conduct policy studies and analyses; these may include literature reviews and syntheses, surveys, key informant interviews, case studies and focus groups
- Plan agendas and facilitate meetings ranging from small advisory groups to larger symposia
- Build and maintain strong working relationships with state program administrators, national policy organizations and experts and other key stakeholders
- Coordinate and provide responses to requests for technical assistance
- Represent NASHP and relevant project work at meetings and conferences, presenting or speaking at such events, as appropriate
- Assure timely delivery of quality products and compliance with all funder requirements including effective oversight and management of project budgets, as directed by the Senior Program Director
- Stay abreast of relevant literature, national policy and state activity relevant to the health policy work of NASHP, with particular attention paid to those issues directly related to the Project Director's assigned policy area
- Participate in NASHP staff team work of planning and implementing NASHP's annual conference, including planning content and securing speakers for pre-conference sessions
- As directed by Senior Program Director, supervise Policy Associates and/or Research Analysts working on projects to which the Project Director is assigned
- Serve as a mentor to more junior staff, helping them develop experience and skills relevant to their work at NASHP, facilitating their professional development
- As directed by the Senior Program Director or senior management, assist in developing grant proposals, including development of project activities, budgets, and work plans
- Perform other duties as assigned

Knowledge, Skills and Abilities

- Relevant work experience and Master's degree or other graduate degree in public policy, public health, law or related areas, or equivalent combination of education and experience.
- **Substantial knowledge of state health policy required.** Demonstrated expertise in one or more of the following areas is highly desirable: state Medicaid programs, health delivery system transformation; health care safety net (FQHC/CHC) policy and programs; health care quality data and measurement; Medicaid managed care; and/or health care needs of chronic and vulnerable populations, such as individuals with mental illness/substance use disorders, HIV/AIDS, developmental disability, corrections or juvenile justice involvement, or other special populations
- Experience with state government **strongly** preferred
- Strong analytic and qualitative research skills
- Demonstrably strong organizational and computer skills
- Excellent writing and verbal communication skills required
- Leadership experience
- Ability to manage a complex workload comprised of multiple projects and activities

To Apply: Interested candidates should electronically submit a cover letter that includes salary requirements, and their resume to: search@nashp.org. Please put "Project Director Position" in the subject line. No phone calls please.

The National Academy for State Health Policy is an Equal Opportunity Employer.