The National Academy for State Health Policy (NASHP) seeks a strong policy associate for its growing Chronic and Vulnerable Populations Team. We are looking for candidates with substantial knowledge about state health policies, programs, and strategies that support individuals with chronic conditions, including older adults, and individuals with complex physical, behavioral health needs and/or cognitive disabilities.

Policy associates are content experts on issues and topics at the national and state level. They conduct research and analysis, assist with project development and management, write policy briefs and other resources, and work directly with state health policy officials on a range of activities at meetings, conferences, and through technical assistance. The successful candidate for this mid-level position will have solid experience in state Medicaid policies related to older adults and/or adults with disabilities, excellent analytic and writing skills, and a record of being a strong team player. This is not an entry level position. Knowledge of state health policy is required; experience working in state government is a plus.

NASHP staffers currently remain on work-from-home status, but we hope to return to the office once it is safe to do so. This position would work out of either the Washington, DC or Portland, Maine office.

**Essential Responsibilities**

- Track, research and analyze relevant developments with the potential to impact health policy making across multiple levels and agencies of state government, working to develop expertise related to the CVP team’s program area to which s/he is assigned; exercise initiative to identify emerging trends in policy and practice, leaders and innovators in state government;
- Work with both internal and external stakeholders at the state and national level, effectively communicating information on trends and emerging issues in health policy;
- Assist in developing and implementing activities designed to support and assist state officials and program administrators, including but not limited to Medicaid directors, public health program directors, behavioral health agency directors, Governors’ advisors, insurance department officials and state employee health plans, insurance exchanges and other members of the executive and legislative branches of government, in addressing policy and program challenges;
• Plan, research and write briefs, reports, proposals and other publications for both
  internal and external audiences;
• Assist in the development, preparation and implementation of grant-funded projects
  that align with NASHP’s organizational mission and focus, including cross-disciplinary
  proposals; these responsibilities extend to assisting in preparation of required grant reports;
• Facilitate state-to-state learning and exchange via multiple strategies, including online,
  audio and face-to-face interactions;
• Assist in staffing and support of Academy committees; participate in the planning and
  implementation of NASHP’s annual conference, including but not limited to responsibility
  for planning workshop content and securing speakers;
• Foster collaborative relationships with key stakeholders, including partnering
  organizations, funders and state officials;
• Other duties as assigned.
• Some travel will be required as safety allows.

Minimum Qualifications
• Successful candidate will have significant knowledge of state health policies, programs,
  and strategies that support individuals with chronic conditions, including older adults,
  individuals with complex physical, behavioral health and/or cognitive disabilities. Knowledge
  of and familiarity with Medicaid is essential.
• Candidate should have demonstrable experience and strong skills researching and
  analyzing state health policy, including state and federal Medicaid regulations, statutes,
  contracts, and other materials.
• Excellent writing and communication skills required.
• Ability to work both independently and collaboratively.
• Proven ability to function effectively in a dynamic work environment, managing multiple
  projects and demands to achieve quality results in a timely manner.
• Experience working in state government, particularly state Medicaid agencies, is
  preferred.
• This is not an entry level position. Bachelor’s degree in health policy, public policy,
  public health, law or related area required, combination of advanced degree and state-
  policy related work experience strongly preferred.
• Experience in/aptitude for program management a plus.

NASHP offers a competitive compensation package, paid time off and the opportunity to
support states on critical state health policy issues.

To Apply
Interested applicants are asked to submit a cover letter detailing their interest and salary
requirements, along with a current copy of their resume to: search@nashp.org. Please put
“CVP – Policy Associate” in the subject line.

NASHP is an Equal Opportunity Employer, providing equal employment opportunities to all
employees and applicants without regard to race, color, religion, gender, sexual orientation,
gender identity or expression, national origin, age disability, genetic information, marital status, or military or veteran status in accordance with all applicable laws. We do not tolerate discrimination or harassment and are committed to building a diverse workforce and leadership team. All persons are encouraged and welcome to apply.