

## **Promoting Health and Cost Control in States Project Manager**

Trust for America's Health (TFAH), seeks a Project Manager to lead the organization's work in implementing a 15 month initiative, supported by the Robert Wood Johnson Foundation and others, to promote the adoption and implementation of effective, evidence-based state public health policies. The Project Manager manages daily and recurring project activities relating to the management of the initiative's state public policy change efforts.

The Project Manager reports to the President and CEO and will have direct supervision of a policy associate.

The Project Manager must have a Bachelor's degree. A Masters' degree or substantive work experience in project management, state-level public health advocacy, state or federal healthcare policy development and analysis, or any other field that equips the candidate to understand and effectively lead projects is preferred.

TFAH is a non-profit, non-partisan organization dedicated to saving lives by protecting the health of every community and working to make disease prevention a national priority. Current focus areas at TFAH include public health emergency preparedness, population health, obesity, infectious disease and health equity.

**This is a 15-month grant-funded position with the possibility of extension with additional funding.**

### **SPECIFIC GOALS:**

- The identification of a limited set of evidence-based state policies – ideally demonstrating both positive health outcomes and cost-benefit in a five year time frame.
- A set of background resources with clearly written, summarized evidence of efficacy for each policy.
- A planning and implementation learning collaborative for policy implementation for state officials.
- An annual report summarizing state-by-state assessment mechanism regarding the policy adoption, evidence base, state and national trends and any lessons learned from the processes.
- A web-based state policy resource center.

### **DELIVERABLES AND OUTCOMES:**

Roles and responsibilities include (but are not limited to) the following:

- Establish and utilize an advisory group with others in the policy field.
- Identify effective health policies to prioritize.
- Establish incentives to assist state adoption.
- Develop a plan to measure progress in the states.

- Offer education and technical assistance resources including learning collaboratives.
- Prepare and widely disseminate a report that identifies the policies, explains the rationale for their selection, and assesses the current status state by state.

#### **MINIMUM QUALIFICATIONS:**

1. Masters' degree in a field related to public health and at least five years of relevant policy experience, preferably at the state level or with a national focus on state-level policies.
2. Possess highly effective written and verbal communication skills.
3. Excellent organizational skills, the ability to think logically and pay close attention to details.
4. Ability to work well independently including appropriately identifying next steps, and in a group setting with confidence and reliability.
5. Demonstrated qualities of leadership, maturity and commitment to the improvement of the public health system and structure.
6. Ability to work well under limited time constraints, willingness to take initiative and assume responsibility where and when needed, flexibility to change approach as deemed appropriate.
7. Works as integral member of team, sharing responsibility project management and associated tasks toward the accomplishment of identified goals.

#### **DESIRED QUALIFICATIONS:**

1. Project management skills, including the ability to break a complex project down into manageable parts.
2. Experience in state health and/or public health policy.
3. Ability to work with and manage relationships with team member, external partners, convening participants and report reviewers.
4. Ability to identify, analyze and synthesize policy information.
5. Ability to understand policy environments and tailor writing and projects for non-partisan policymaker audiences.
6. Ability to independently conduct research using academic and policy sources and develop evidence to support positions.
7. Ability to work in a fast-paced environment.
8. Proficient in Microsoft Word, Excel, and PowerPoint.

#### **SUPERVISION RECEIVED:**

Reports directly to the President and CEO.