

Senior Policy Manager

Date: November 2024

Summary:

Virginia Health Catalyst (vahealthcatalyst.org) strives to ensure all Virginians have equitable access to comprehensive health care that includes oral health. The Senior Policy Manager will play a critical role in shaping and influencing state and federal health policy initiatives. This position requires a strategic thinker with a background in public policy, and stakeholder engagement. The Senior Manager will support efforts to identify, analyze, and advocate for policies that align with Virginia Health Catalyst's mission and goals.

Position Type: Full-time; Exempt

Reports to: Vice President of Policy

Essential Job Functions:

In collaboration with the Vice President of Policy:

- Implement Catalyst's policy and advocacy strategy to advance its mission.
- Track, summarize, and analyze existing and potential policies, including legislative proposals as well as state and federal statutes, regulations, and guidance, that impact Catalyst's priorities and mission.
- Research policy issues and connect findings to the current health care landscape.
- Develop advocacy resources and plan events that advance Catalyst's advocacy priorities.
- Support preparation of meeting agendas, materials, and minutes, with a focus on translating complex conversations into accessible summaries and concrete next steps.
- Attend legislative and agency committee meetings and summarize key points, policy opportunities, and threats.
- Work collaboratively across all program areas to identify opportunities to address barriers through policy change.
- Draft reports, tools, and other resources that help scale equitable, system-wide approaches throughout Virginia.
- Assist in grants management and reporting.

Qualifications:

- 5+ years related experience in a policy analysis, policy advocacy, or related environment.
- Familiarity with key public health insurance programs, including Medicare, Medicaid, and the Affordable Care Act preferred
- Familiarity with common health policy data sources preferred
- Interpersonal skills, including excellent written and verbal communication.
- Initiative to act to pursue goals and complete tasks.

- Ability to research and analyze dense, technical writing and translate it into accessible summaries.
- Attention to detail and the propensity to plan ahead.
- Adaptability to work in a fast-paced environment.
- Commitment to Catalyst's core values: transparency, partnership, excellence, equity, and respect.
- Dedication to equity and commitment to continued learning on issues related to race, equity, and inclusion.
- Flexibility and a desire to work in a collaborative, transparent environment.
- Bachelor's degree.

Work Environment and Travel

This position will be accomplished through remote and in-person responsibilities in an office environment with a pre-determined M, W, Th in-office hybrid work schedule. Must be able to remain in a stationary position to operate a computer and occasionally move about inside the office to access office productivity machinery, such as a copy machine and printer. Occasional travel is required. It may include overnight, evening, and weekend engagements.

Other Duties

Duties and responsibilities may change or new ones may be assigned at any time with or without notice.

Salary Range: \$75,000 – \$81,000 depending on qualifications

Benefits

Catalyst's benefits package includes generous paid time off (PTO), comprising vacation, sick leave, and paid parental leave. Additionally, Catalyst offers health, dental, and life insurance options, and a SIMPLE IRA/Roth SIMPLE IRA with employer match.

Equal Employment Opportunity

Catalyst provides equal employment opportunities to all employees and applicants for employment without regard to race, creed, color, religion, sex, national origin, ethnicity, ancestry, age, disability, marital status, military service, physical or mental disability, genetic information, sexual orientation, gender identity, pregnancy or related medical conditions, or other basis prohibited by federal or state law relating to discrimination in employment. Catalyst will make any reasonable effort required by law to ensure that all applicants and employees receive equal opportunity in personnel matters, including recruitment, selection, training, placement, promotion, wages and benefits, transfers, terminations, and working conditions.

To Apply:

Please submit a resume, a cover letter that specifically describes how your skills match this position, and an original, non-AI generated writing sample to Faith Wotorson at fwotorson@vahealthcatalyst.org. Please include "Senior Policy Manager" in the email's subject line. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis; the position is open until filled.