



The Position: Associate Director of Health Policy Research
Reports to: Executive Director
Location: Sacramento, CA

The Position

Insure the Uninsured Project (ITUP) is looking for an Associate Director of Health Policy Research to join our growing Sacramento-based team. The ideal candidate will be positive, highly motivated, and demonstrate excellent research and communications skills. The Associate Director of Health Policy Research will be a key contributor to ITUP policy research, analysis and communication activities and work closely with the Executive Director and policy team.

The ITUP Associate Director of Health Policy Research will wear multiple hats and collaborate with all ITUP team members. The organization and budget are such that we do not have specialized staff, making this position responsible for a variety of team support activities in addition to policy analysis and research.

About ITUP

ITUP is an independent 501(c)(3) nonprofit organization and health policy institute that for more than two decades has offered expert analysis and facilitated convenings of California health care leaders on issues affecting health and health policy in the state. The mission of ITUP is to promote innovative and workable policy solutions that expand health care access and improve the health of Californians. ITUP conducts policy-focused research to inform state decision-making on health care programs and policies. ITUP maintains an active social media presence, posts regular blogs and research publications on timely health reform topics and engages with health care leaders and stakeholders around the state through statewide and regional convenings.

Responsibilities

- Track and analyze federal, state, and local policies, regulations, legislation and research affecting health care coverage, access and delivery systems in California
- Serve as a key researcher and writer for the ITUP team, including the development of background research, issue briefs, reports, blogs, newsletter articles, and fact sheets consistent with ITUP's mission, policy priorities and funder expectations
- Develop and manage new research projects from design through analysis to presentation and communication of findings
- Work with quantitative data from large scale datasets, as well as with qualitative data from state and federal researchers, experts and stakeholders
- Support the Executive Director in public presentations and legislative testimony by conducting background research and developing electronic presentations and collateral materials
- Analyze and respond to emerging legislative and regulatory proposals, inquiries from policymakers, media and stakeholders, and other rapid-response activities, to uphold ITUP's reputation and contribution as an independent, expert resource

Minimum Qualifications

- Education: Master’s in Public Health, Public Policy or equivalent
- 3-5 years of experience in health policy research and communications
- Excellent research, analytical, oral and written communication skills, including the ability to translate complex issues and policy into user-friendly, jargon-free written communications
- Proficient in MS Office, including Excel and Access
- Detail oriented with excellent time-management and organizational skills
- Ability to work in a fast-paced and dynamic environment and meet deadlines in a timely manner

Competencies and Attributes

- Punctual, dependable, and responsible
- Flexible and patient
- Exceptional time management and organizational skills with the ability to shift gears quickly; detail oriented and efficient in managing multiple tasks and deadlines
- Must be able to take direction and execute based on that direction
- Problem solving attitude with strong attention to detail
- Must always check your work, be curious and ask clarifying questions that refine the work product
- Capacity to work independently and as part of a team
- Adaptability and willingness to learn new skills, styles, methods and content
- Confidentiality
- Experience or interest working with nonprofit organizations
- A passion for the mission of ITUP
- Tenacity, creativity and initiative
- Sense of humor

Compensation

ITUP offers a competitive package of employee benefits, including health, dental and vision care and a retirement plan. The candidate selected for this position will receive a competitive salary commensurate with experience.

How to Apply

To apply, please send a cover letter and resume to jobs@itup.org with “ITUP Associate Director of Health Policy Research” as the subject line of the email. Please provide a research-based writing sample on a health-related topic.

**ITUP is an equal opportunity employer strongly committed to
building a staff that represents the diversity of communities in California**