

Insure the Uninsured Project

Assistant Director of Policy Job Description

July 2022

Federal Labor Standards Act Status

Salary, Exempt

Reports To

Director of Policy

Position Description

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

The ITUP Assistant Director of Policy will be responsible for leading policy priority projects and collaborate with all ITUP team members to carry out the mission and vision of ITUP, under the direction of the Director of Policy. This position will also be responsible for a variety of team support activities, including stakeholder communications and fund development, in addition to project-specific policy and analysis.

Job Tasks and Responsibilities

- Work collaboratively with the Executive Director and Director of Policy to execute strategy for accomplishing ITUP's short- and long-term policy and research goals
- Work independently to conduct policy research including meeting facilitation with stakeholders, design, analyzing data, and writing reports and publications
- Track and analyze federal, state, and local policies around health and health-related topics
- Develop and write research briefs, reports, fact sheets, and annual conference, policy forum, and workgroup agendas aligned with ITUP's mission and policy priorities
- Support the Executive Director and Director of Policy to maintain relationships with external partners and research organizations focused on health research and policy analysis, as needed

Education and Experience

- **Required**
 - Masters degree in Public Health, Public Policy, Public Administration, or equivalent
 - 3-5 years of experience in health policy research and communications
 - Ability to independently manage projects
 - Excellent research, analytical, oral, and written communication skills, including the ability to translate complex issues and policy into user-friendly, jargon-free written communications

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- 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
 - Excellent research, analytical, oral, and written communication skills
 - Ability to translate complex issues and policy into user-friendly written communications
 - Proficient in Microsoft Office programs
- **Additional Skills Preferred**
 - Health Policy or social determinants of health-specific research experience
 - Health care and/or health policy experience
 - Broadband, telehealth, or virtual care policy experience
 - Meeting and stakeholder coalition facilitation and management experience

Key Attributes for Success

- Self-starter with the capacity to work both independently and as part of a team
- Detail-oriented with an eye for accuracy and consistency
- Exceptional time management and organizational skills with the ability to shift gears quickly
- Efficient in managing multiple tasks and deadlines
- Able to take direction and execute based on that direction
- Adaptable and willing to learn new skills, styles, methods, and content
- Experience or interest working with nonprofit organizations
- A passion for the mission of ITUP

Salary and Benefits

- \$75,000-85,000 annually (dependent on experience)
- Employer-sponsored health, dental, vision insurance (for individual and dependents)
- Employer-sponsored life insurance policy and employee assistance program
- 403(b) retirement account, with annual employer match
- 10 paid holidays, plus December Holiday Break
- Earn up to 15 days of vacation throughout the year for first 2 years of employment
- 8 Days of Paid Sick Leave each year
- Up to 16 weeks paid family leave
- \$200 remote work stipend, upon employment; \$100 remote work stipend annually thereafter
- ITUP laptop provided for remote and in-office work

Additional Information

- Ability to sit at a desk and work at a computer station for extended periods of time each

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workday

- Ability to lift up to 25 pounds on a periodic basis
- Occasional travel – less than 25 percent
- Location: California (ITUP Headquarters in Sacramento); position is fully remote

ITUP is excited to grow our team and is committed to fostering and preserving a culture of inclusion, diversity, and equality. We truly believe that collectively we achieve more when everyone is celebrated and empowered. We welcome all applicants without regard to race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.