

# INSURE THE UNINSURED PROJECT

## POSITION DESCRIPTION – DIRECTOR OF POLICY

### FLSA Status

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Salary, Exempt

### Reports to

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Executive Director

### Position Description

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The Director of Policy is the lead contributor and coordinator of ITUP's policy research, communication, and engagement activities. This position works closely with the Executive Director to develop and execute strategies to carry out ITUP's policy work in strategic policy priority areas. This position requires strong research and critical thinking skills as well as practical knowledge of health care and health policy in California.

### Job Tasks and Responsibilities

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- ❖ Partner with the Executive Director and staff to develop and execute strategy for accomplishing ITUP's short- and long-term policy and research goals
- ❖ Work collaboratively with ITUP board, staff, and advisors to monitor and analyze federal, state, and local policies, legislation and research affecting health care coverage, access and health care delivery in California
- ❖ Oversee publication agenda and collaborate with Assistant Director of Policy to prioritize and manage the development of new research projects with ITUP staff and interns
- ❖ Serve as one of ITUP's lead researchers, writers, and speakers including the development of research briefs, reports, technical assistance, and written and spoken briefs aligned with ITUP's mission, policy priorities, and funder expectations
- ❖ Develop and maintain relationships with external research organizations, universities, and governmental entities focused on health research and policy analysis, as well as other health policy stakeholders, including community-based organizations, consumer advocates, labor, health plans, and providers
- ❖ Identify new grant and other development opportunities, contribute to grant writing, and support fulfillment of ITUP grant goals, objectives, and deliverables related to policy and research
- ❖ In consultation with the Executive Director, manage and support external consultants, student analysts, and interns engaged in policy analysis and research
- ❖ Analyze and respond to emerging legislative and regulatory proposals, inquiries from allies, and other rapid-response opportunities, to uphold ITUP's reputation and contribution as an independent, expert resource
- ❖ Lead interactive convenings to inform and engage ITUP stakeholders in policy priorities

### Education and Experience

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- ❖ Master's Degree in Public Health, Public Policy, Public Affairs, or equivalent
- ❖ Minimum of 5 - 7 years of overall professional experience, including at least 2 years as a policy director, analyst, or researcher
- ❖ Knowledgeable about health care and state and federal health policy, including Medi-Cal, Covered California, and health care delivery systems
- ❖ Knowledgeable about the California State Legislature and Executive Branch, Congress and federal Executive Branch, and local governance

## INSURE THE UNINSURED PROJECT

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- ❖ Excellent research, analytical, oral and written communication skills
- ❖ Proficient in MS Office
- ❖ Detail oriented with excellent time-management and organizational skills
- ❖ Experience conceptualizing, executing and managing policy research projects and publications
- ❖ Ability to work in a fast-paced and dynamic environment and meet deadlines in a timely manner
- ❖ Track record of building and maintaining relationships internally and externally
- ❖ Familiarity with health/racial equity concepts and frameworks

#### Key Attributes for Success

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- ❖ 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
- ❖ Capable facilitator and speaker that can engage external audiences

#### Salary and Benefits

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- ❖ \$100,000- \$120,000 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
- ❖ 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

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- ❖ Ability to sit at a desk and work at a computer station for extended periods of time each 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 but must be a CA resident

ITUP is excited to grow our team and is committed to fostering and preserving a culture of inclusion, diversity, and equality. We 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.