

The National Academy for State Health Policy (NASHP) seeks an experienced project director to manage federal and foundation supported projects on child health, particularly children and youth with special health care needs (CYSHCN), and the role of Medicaid, public health (e.g., Title V CYSHCN program) and other programs such as education and mental health. Must have in-depth knowledge of child health policy at the state and national levels; demonstrated experience in developing and managing projects in support of state health policymakers; ability to work well with external partners to carry out project activities; and excellent writing, critical thinking and analytical skills for a policymaker audience. The successful candidate will need to be adept at working with a team that is in different office locations, overseeing the work of other NASHP staff, and being a team player. This position is part of the Child and Family Health Team at NASHP and reports to the Senior Program Director for child and family health. This position will be located in either NASHP's Washington DC or Portland, Maine office.

The Project Director's primary responsibilities include project development, implementation and management, overseeing or assisting in the implementation of work plans and assuring timely delivery of work products and activities encompassed in those work plans. This work necessarily requires strong interpersonal skills and an ability to excel as a team member both with NASHP colleagues and colleagues from collaborating organizations.

Essential Duties and Responsibilities

- Work in collaboration with Senior Program Director and other NASHP staff to develop, implement and manage project plans for specific policy areas and grant projects
- Work independently and as part of a team, to design and conduct qualitative policy studies and analyses; these may include literature reviews and syntheses, surveys, key informant interviews, case studies and focus groups
- Plan agendas and facilitate meetings ranging from small advisory groups to larger symposia
- Build and maintain strong working relationships with state program administrators, national policy organizations and experts and other key stakeholders
- Coordinate and provide responses to requests for technical assistance
- Represent NASHP and relevant project work at meetings and conferences, presenting or speaking at such events, as appropriate
- Assure timely delivery of quality products and compliance with all funder requirements including effective oversight and management of project budgets, as directed by the Senior Program Director
- Stay abreast of relevant literature, national policy and state activity relevant to the health policy work of NASHP, with particular attention paid to those issues directly related to the Project Director's assigned policy area
- Participate in NASHP staff team work of planning and implementing NASHP's annual conference, including planning content and securing speakers for pre-conference sessions
- As directed by Senior Program Director, supervise Policy Associates and/or Research Analysts working on projects to which the Project Director is assigned
- Serve as a mentor to more junior staff, helping them develop experience and skills relevant to their work at NASHP, facilitating their professional development

- As directed by the Senior Program Director or senior management, assist in developing grant proposals, including development of project activities, budgets, and work plans
- Perform other duties as assigned

Knowledge, Skills and Abilities

Qualifications

Relevant work experience and Master's degree or other graduate degree in public policy, public health, law or related areas, or equivalent combination of education and experience is preferred. This is not an entry level position – a broad and substantial knowledge of health policy and project management is required. Candidates must have in-depth knowledge of child health policy at the state and national levels to be considered.

The successful candidate will have demonstrated strengths in analytic and qualitative policy research, as well as strong organizational skills. An ability to manage a complex workload with competing demands is necessary, as are excellent writing and verbal communication skills. Project leadership experience is a must, along with strong interpersonal skills. NASHP strongly prefers candidates with experience in state government.

Interested candidates should email a cover letter that includes salary requirements, and their resume to: search@nashp.org. Please put "Project Director - CFH" in the subject line. *No phone calls please.*

NASHP is an Equal Opportunity Employer.