

The Pew Charitable Trusts is driven by the power of knowledge to solve today's most challenging problems. Pew applies a rigorous, analytical approach to improve public policy, inform the public and invigorate civic life.

We are an independent nonprofit organization – the sole beneficiary of seven individual trusts established between 1948 and 1979 by two sons and two daughters of Sun Oil Company founder Joseph N. Pew and his wife, Mary Anderson Pew.

Our work lays the foundation for effective policy solutions by informing and engaging citizens, linking diverse interests to pursue common cause and insisting on tangible results. Our projects encourage efficient, responsive governments – at the local, state, national and international levels – serving the public interests.

With offices in Philadelphia, Washington DC, Australia, Brussels and London, and with additional staff in other regions of the United States and around the globe, Pew provides an exciting learning environment and the opportunity to work with highly talented individuals. We are a dynamic, rapidly evolving organization that values creativity and innovative thinking and fosters strong teamwork with mutual respect.

Project Description

The substance use prevention and treatment initiative works to develop and support policies that 1) reduce the inappropriate use of prescription opioids while ensuring that patients have access to effective pain management and 2) expand access to effective treatment for substance use disorders, including through increased use of drug and non-drug therapies for withdrawal management, treatment, and long-term recovery.

The project provides direct technical assistance to states on how to improve access to evidence-based, high-quality treatment for people with substance use disorders. The project also conducts advocacy in Washington, DC to achieve its programmatic objectives. To inform this work, the project conducts and publishes research and other information on evidence-based and emerging practices and maintains relationships with external experts and other stakeholders. The team comes from a wide variety of professional backgrounds with policy, advocacy and research experience.

Position Overview

Based in Pew's Washington, DC office and reporting to the project director for the substance use prevention and treatment initiative, the manager, policy and analysis, will play a central role in the project's work to expand access to quality treatment for substance use disorders. The manager, policy and analysis, will provide project and personnel management of policy and analysis activities, with a focus on developing research, publications, and other analyses that advance the project's federal goals and state technical assistance. This work will include leading the writing and editing of fact sheets, research reports, presentations, talking points and other communications; defining and overseeing research conducted by Pew and external vendors; and responding to proposed federal and state laws and regulations. The ideal candidate will have significant and demonstrated experience in research and publication processes as well as knowledge of substance use disorder policies at local, state and national levels. Depending on the individual's areas of expertise, the manager, policy and analysis, may also represent the project to external stakeholders, including presenting at national, regional or state meetings, and advising partners and others on topics related to the use of medication-assisted treatment, effective treatment models, and insurance coverage of substance use disorder treatment, among other topics.

The manager, policy and analysis will work closely with all members of the project team as well as staff from other Pew departments, including research, government relations, state strategy, and communications. The position has a set time frame that could be extended based on the success of the program, funding sources, and board decisions on continued support.

- Oversee the project's policy and analysis activities by identifying and setting measurable short- and intermediate-term goals, developing work plans and timelines, reviewing developed work products, and tracking progress toward goals. Determine when the project is at risk of not meeting its long-term goals by identifying the causes and, when needed, working with the project director to resolve challenges.
- Manage the development and implementation of all original research projects and integrate relevant external research into the project's strategy and publications.
- Manage staff, including an associate manager, senior associates and associates. Create growth opportunities for staff, coach and mentor their professional development, drive change for improving their skills and technical knowledge and provide regular feedback for individual performance outcome.
- Participate in developing the project's strategic direction and campaign strategy, including collaborating with the project director and manager, technical assistance in the identification of key policy issues and development of research, advocacy and communication strategies to advance the project's goals.
- Analyze and respond to federal and state policies affecting substance use disorders, including through literature reviews, data analyses and securing input from experts in the field to inform the development of comment letters, editorials, talking points and other communications and advocacy activities.
- Sustain an informed awareness of topics related to substance use prevention and treatment, including maintaining a thorough understanding of national and state initiatives related to the issue.
- Represent the project and lead meetings with key stakeholders from the public health, public safety, and research communities as needed.
- Liaise with Pew operations departments to further project goals, including managing all expenses, contracts, and sub-grants that advance the project's policy and analysis goals.
- Assist with special assignments, including convening meetings and fundraising efforts for the project as needed.
- Contribute to and participate in tasks of the department as assigned. Participate in Pew-wide projects as requested.

- Bachelor's degree required. Advanced degree in public health, public policy, or other related areas preferred.
- Minimum of eight years directly related professional experience, including demonstrated project management skills and previous experience implementing complex projects aimed at informing and advancing effective public policy.
- Minimum of two years of supervisory/management experience including experience managing performance, providing feedback and mentoring through career development advice and counsel.

- Knowledge of health insurance programs, including private and public (e.g., Medicaid and Medicare) plans a plus.
- Seasoned judgment, able to make decisions, justify recommendations and be responsive, clear and firm with consultants, colleagues and partners.
- Demonstrated ability to meet multiple deadlines by maintaining a high level of organization. Able to develop and move projects forward with a high degree of independence and autonomy.
- Ability to synthesize large amounts of information and to focus quickly on the essence of an issue/problem, and identify the means to address it.
- Strong oral, presentation, facilitation, and written communication skills. An ability to convey complex ideas, thoughts, and concepts clearly and appropriately depending upon the audience.
- Able to develop and manage productive relationships with staff, consultants, partners, and others. Excellent listening skills.
- Ability to work professionally and collegially within a creative, fast-paced corporate culture that emphasizes excellence and teamwork.

Travel

Overnight or short duration travel as required for meetings and conferences.

Compensation and Benefits

As this is a full-time position, we offer a competitive salary and complete benefit program, including: comprehensive, affordable health care through medical, dental and vision coverage; financial security with life and disability insurance; opportunities to save using health savings and flexible spending accounts; retirement benefits to help prepare for the future; and work/life benefits to help you maintain a good balance.

The Pew Charitable Trusts is an equal opportunity employer, committed to a diverse and inclusive workplace. Pew considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

Apply Here: <http://www.Click2apply.net/jrq38qrwyvq4zpjid>

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