The National Academy for State Health Policy (NASHP) seeks an experienced project director to manage federal and foundation supported projects on child health, including children and youth with special health care needs (CYSHCN), and the role of Medicaid, public health, education, mental health and other programs and child-serving systems. 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 officials; ability to work well with external partners to carryout project activities; and excellent writing, critical thinking and analytical skills for a national and state policymaker audience. The successful candidate will need to be adept at working with a team that is in different office locations, supervising and overseeing the work of other NASHP staff, and a strong team player. This position is part of the Child and Family Health Team at NASHP, reports to the senior program director for child and family health, and will be located in NASHP’s Washington, DC office.

The primary responsibilities of Project Director include project development and management. Working in conjunction with senior staff, the Project Director will develop projects and project work plans, assist in the implementation of work plans and assure timely deliver of work products and activities encompassed in those work plans. This may include but is not necessarily limited to the conduct of site visits, research and writing of reports, convening and supporting learning collaboratives or networks, staffing advisory committees, seminars and conferences. As employees in this job classification demonstrate increasing proficiency, they will be assigned tasks with broader responsibilities, including but not necessarily limited to the overall management of work relative to one or more aspects of health policy. At that level, the Project Director will develop relationships with funders and work with Senior Program Directors and Executive level staff to obtain project funding. This position will likely be assigned some supervisory duties, with day-to-day oversight of Policy Associates’ and Research Analysts’ work on specific tasks or projects. Working with Senior and Executive level staff, the Project Director may oversee all aspects of project planning and implementation, including the development and management of project budgets.

**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
- Working independently and as part of a team, design and conduct 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
• 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
• Substantial knowledge of state health policy required, particularly in one of the following substantive areas: children and family health; health delivery and transformation; population health; long term supports and services; and/or chronic/special populations
• Experience with state government strongly preferred
• Strong analytic and qualitative research skills
• Demonstrably strong organizational and computer skills
• Excellent writing and verbal communication skills required
• Leadership experience
• Ability to manage a complex workload comprised of multiple projects and activities
• Some travel is required

General All-Staff Requirements
• Actively participate in strategic planning teams
• Create and sustain positive working relationships with diverse staff and constituencies
• Actively participate in efforts to improve individual and team quality of performance. Participates in team meetings and trainings. Works collaboratively with colleagues to coordinate agency-wide communication and problem solving.
• Support and comply with the organization’s philosophy, policies and procedures

Interested persons are invited to submit their current resume along with a cover letter detailing their interest in this position and NASHP, along with their salary expectations, to search@nashp.org. No phone calls please.