

Job Description

Job Title	Associate Director, Policy Development		
Reports to	Executive Director, Policy Development		
Effective Date	August 1, 2023	Manager of People	Yes
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

The North Carolina Healthcare Association (NCHA) is a state-wide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, and other healthcare services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared services.

PURPOSE

To drive strategic policy change impacting the care of patients in hospitals, health systems, and the communities they serve by engaging cross-sector national, state and local partners to address system gaps through quality improvement, data sharing, education, payment reform, shared services and advocacy.

RESPONSIBILITIES

- Assist with leading, supporting and coordinating NCHA committees for various topic areas, a vital component of the policy development process at NCHA, to identify and address policy solutions as directed by the NCHA leadership across various topics. Given the number of member-led committees working across various issues, the Director will have various assignments and roles based on topic area
- Assist with developing various policy recommendations as directed by NCHA committees and leadership, including research, proposals, talking points and one-pagers, and coordinated media. This requires working among different internal teams, including financial services, communications, member services, and advocacy and policy.
- Serve as a collaborative member of the advocacy and policy team to assist in legislative and regulatory priorities linked with member-led policy solutions
- Coordinate with CaroNova on white papers and topic summaries for long-term policy areas, ensuring alignment with organizational priorities.
- Translate NC Healthcare Foundation (NCHF) and CaroNova projects, deliverables, and findings into policy recommendations for consideration of NCHA leadership as applicable to Association policy priorities. This may include but not be limited to legislative and regulatory actions in alignment with legislative and policy objectives as identified by NCHA leadership.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for A North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Collaborate with policy and advocacy team, finance team, data team and other departments as appropriate to execute related policy strategic objectives.
- Work closely with CaroNova and NCHF to align NCHA policy strategic areas and objectives with funder interests.

EXTERNAL RELATIONSHIPS

- Report regularly to NCHA workgroups/advisory groups on progress of policy development initiatives.
- Maintain frequent communication with NC Department of Health and Human Services (DHHS) and its division leadership, as well as other state government agencies.¹
- Communicate regularly with state health and advocacy organizations.²

EDUCATION AND EXPERIENCE

- Master's degree in related field preferred.
- Minimum five (5) years in public health, public policy, social work or related field, preferably healthcare related.
- Advocacy and policy writing experience preferred.
- Desirable candidates will have previous experience in areas such as regulatory and accreditation bodies, payor experience, and hospital or community-based clinical experience
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal, communication, writing, and collaboration skills.
- Strong analytic, critical thinking and problem-solving skills.
- Ability to establish and maintain effective working relationships with colleagues, managers, members and partners.
- Creative, well spoken, and articulate in order to effectively communicate with customers and to give presentations.
- Ability to work collaboratively with teams.
- Ability to manage and organize time effectively.

¹ Includes the Division of Mental Health/Substance Abuse Services/Intellectual and Developmental Disabilities, the Division of Public Health, the Division of Health Benefits NC Medicaid, Division of Child and Family Well-being, the Division of Social Services, the Division of State Operated Health Facilities, the Department of Justice, the Industrial Commission, and the Department of Public Safety, and the attorney general's office

² Includes the NC Institute of Medicine, NC Nurses Association, NC Medical Society, the Pediatric Society, Disability Rights NC, National Alliance on Mental Illness NC, and the NC Psychiatric Association -

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office or home office environment.
- Use a computer throughout the workday.
- May require occasional travel.

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.

Voluntary Self-Identification of a Disability – please [click here](#) to download the form. Once the form is complete, please email the form to hr@ncha.org.