



## **National Association of Medicaid Directors (NAMD)**

### **Seeks Policy Analyst**

*Posted: May 7, 2021*

#### **Overview**

The National Association of Medicaid Directors (NAMD) seeks a Policy Analyst to support the Director of Federal Policy in keeping members informed of federal policy developments impacting the Medicaid program and elevating the consensus positions of the membership to influence federal policy outcomes. The Medicaid federal policy landscape is diverse and touches a wide range of subject areas. The role of the Policy Analyst will be to support NAMD's federal strategic objectives across these areas.

#### **About NAMD**

NAMD is a nonpartisan, nonprofit, professional association representing leaders of state Medicaid and CHIP programs across the country. Members from the 56 states and territories drive major innovations in health care while overseeing Medicaid and CHIP, two of the nation's most vital health care programs serving millions of beneficiaries.

NAMD was established in 2011 and in service to our second decade of operations, the organization is in the finishing stages of developing a 10-year mission and vision, and a 3-year strategic plan, with a July 1, 2021 start date. Federal policy has been and will continue to be a core strategy of the strategic plan. The Director of Federal Policy will execute the newly minted strategic plan with support from the Policy Analyst.

#### **Position Description**

The Policy Analyst will be a key member of a small, highly collaborative team and will be responsible for supporting key aspects of federal policy programming for association members. The position reports directly to the Director of Federal Policy. The Policy Analyst also works closely with the Deputy Executive Director, the Director of Leadership Development, and the Director of Medicaid Operations to collaboratively provide high quality member services and programming.

#### **Position Responsibilities**

1. Support NAMD's federal policy portfolio that assists in the achievement of the strategic goals of the association:
  - a. Tracking statutory and regulatory policy developments that impact the Medicaid program and translating those developments into accessible materials for internal and external audiences
  - b. Supporting regular points of communication with members to inform them of federal policy developments, including writing materials for the weekly member newsletter, weekly Federal Update meetings, and ad hoc email updates
  - c. Scheduling meetings with members and external partners to advance NAMD's policy objectives



- d. Attending Medicaid meetings such as Congressional hearings, listening sessions, and similar events and providing summaries to the Director of Federal Policy
  - e. Conducting research on identified issue areas to support the Director of Federal Policy in policy meetings
2. Collaboration with other members of the NAMD team to:
    - a. Align federal programming with operational and leadership program areas, as appropriate
    - b. Support core association activities including monthly member connection events, issue-specific ad hoc workgroups, member-only events, and public conferences
  3. Participation in NAMD core operational activities including:
    - a. Engagement with Members and the Board of Directors
    - b. Staff meetings and professional development activities
    - c. Performance management and evaluation activities

## Candidate Qualifications

The Policy Analyst position is an excellent opportunity to delve into the multifaceted array of Medicaid federal policy issues. NAMD does not assume previous familiarity with all issues, though prior Medicaid policy experience is encouraged. The ideal candidate will have:

- Bachelor's degree in public health, public administration, political science, or related field and at least three years of work experience in Medicaid policy OR Master's degree in public health, public policy, or related field and at least one year of work experience in Medicaid policy
  - Capitol Hill and/or state government experience is notable but not necessary for the Policy Analyst position
- Demonstrated ability to translate complex policy issues into succinct materials, such as policy memos, PowerPoint presentations, or similar resources
- Ability to approach controversial policy areas neutrally and respect sensitive political dynamics across diverse membership
- Familiarity with the federal regulatory process, including accessing the Federal Register
- Familiarity with the federal statutory process, including the federal budget process and Congressional Committee hearings
- Strong oral and written communication skills and high attention to detail
- Ability to manage multiple tasks and shift priorities as new or time-sensitive issues emerge

## General Information

This position is located in Washington, DC. In-person availability is preferred (once in-person work is safe to resume post-COVID), although remote work is a possibility.

NAMD is an equal opportunity employer and is committed to attracting and retaining a diverse staff and honoring the experiences, perspectives, and unique identity of applicants.



The starting salary for this position is \$60,000. NAMD offers a comprehensive, competitive benefits package designed to support the needs of NAMD employees, including:

- Retirement with employer match and contribution
- Medical, dental and vision insurance
- Generous vacation policy
- Flexible Telework policy

Please send resume and cover letter to Tess Moore at [tess.moore@medicaiddirectors.org](mailto:tess.moore@medicaiddirectors.org). No phone calls – thanks.