

POLICY DEVELOPMENT MANAGER

Trust for America's Health (TFAH), a leading public health policy, research, and advocacy organization, seeks a Policy Development Manager to work on policy development related to healthy aging. The major components of the work are: conducting policy research; writing policy reports, grants and grant reports, issue briefs and other materials; developing relationships with key stakeholders; and planning and executing expert policy meetings/convenings. The Policy Development Manager will help to implement TFAH's Age-Friendly Public Health Systems (AFPHS) initiative, including managing the AFPHS Recognition Program, expanding AFPHS Learning and Action Networks in two states (as well as sustaining the current Learning Networks in Florida and Michigan), building and maintaining an AFPHS website, writing blogs and contributing to journal articles, and other project management tasks as assigned.

Candidates must have strong research, policy and analytic skills – including the ability to understand federal and state policies and the policy environments within the health care, public health, and other sectors; clearly summarize and explain complex policy issues; identify, evaluate, and synthesize relevant and timely source material; and write clearly and effectively for both policy and general audiences.

TFAH is a non-profit, non-partisan organization headquartered in Washington, DC that promotes optimal health for every person and community and makes the prevention of illness and injury a national priority. In addition to healthy aging, current focus areas at TFAH include, but are not limited to, public health funding, public health preparedness, obesity, health equity, substance misuse and mental health, and population health. Examples of TFAH reports, policy convening summaries, and related materials are available at: <https://www.tfah.org/>. Examples of key policy convenings led by the Department of Policy Development are: https://www.tfah.org/wp-content/uploads/2018/02/Age-Friendly-Public-Health-Convening-Report_FINAL.pdf and <https://www.tfah.org/wp-content/uploads/2018/02/advancing-health-equity-2018-convening-summary-1.pdf>. More information on TFAH's Age-Friendly Public Health initiative is available at: <https://www.tfah.org/initiatives/age-friendly-public-health/>.

Minimum Qualifications:

1. Minimum five years of relevant policy experience, preferably in health policy and particularly positions that required research, analysis, and writing.
2. Master's degree or other advanced degree in a relevant area such as public health, public policy, health administration, or a related field.
3. Project management experience, including the ability to break down a complex project into manageable parts and coordinate the implementation of the project plan. Capacity to manage multiple projects, timelines, and deadlines at once.
4. Ability to identify, analyze, and synthesize policy information.
5. Ability to understand policy environments and tailor writing and projects for non-partisan policymaker audiences.
6. Highly effective written and verbal communication skills.

7. Excellent organizational skills, the ability to think logically, and pay close attention to details.
8. Ability to work independently, including appropriately identifying next steps, and in a group setting with confidence and reliability.
9. Demonstrated qualities of leadership, maturity, and commitment to the improvement of the public health system and structure.
10. Experience working as an integral member of a team, sharing responsibility, project management, and associated tasks toward the accomplishment of identified goals.
11. Willingness and availability to travel domestically.
12. Proficiency in Microsoft Word, Excel, and PowerPoint.

Desired Qualifications:

1. Knowledge of public health and healthy aging policy and programs.
2. Knowledge of and experience in advancing health equity for older adults through policy and programs.
3. Ability to independently conduct research using academic and policy sources and develop evidence to support positions.
4. Experience in cross-sector collaboration and/or adult learning is preferred.
5. Ability to translate science and technical issues into concise written material compatible for policymakers and general audiences.
6. Ability to work with and manage relationships with policy development team members, other departments at TFAH, external partners, convening and learning collaborative participants, and report reviewers.
7. Ability to work in a fast-paced environment.

Supervision

The position reports to the Senior Policy Development Manager and is based in TFAH's Washington, DC office.

Salary: Commensurate with experience and qualifications.

To apply: Applicants should submit a cover letter and résumé via e-mail to esarfo@tfah.org. Please, no calls or faxes.

Trust for America's Health is an equal opportunity employer. www.tfah.org