



NIHCM
FOUNDATION

Position Announcement

Research and Policy Analyst

October 2009

The National Institute for Health Care Management Research and Educational Foundation (NIHCM Foundation) seeks a highly motivated individual to join our team as a Research and Policy Analyst.

Duties and Scope of Responsibilities

- Conduct research and analysis on a broad range of grant- and Foundation-funded health policy projects and studies.
- Provide support in writing and editing newsletters, reports, publications and other documents.
- Interact with federal agency partners including Maternal and Child Health Bureau, Agency for Healthcare Research and Quality and other national partners.
- Represent NIHCM on workgroups and committees with other national partners.
- Assist with planning and executing webinars, meetings and conferences.
- Assist in researching funding opportunities and developing and submitting grant applications.
- Assist with website maintenance and other miscellaneous duties.

Education, Training, and Experience

Position requires a Master's degree in public health, health policy, public policy or related fields. Work experience in health policy or public policy research and analysis or related fields a plus. Demonstrated interest in or knowledge of maternal and child health issues and public and private insurance preferred. Excellent research, analytic, oral and written communication skills. Ability to thrive in a work environment with concurrent assignments. Proficiency in Microsoft Office applications.

About NIHCM Foundation

The NIHCM Foundation is a nonprofit, nonpartisan organization whose mission is to promote improvement in health care access, management and quality, and to foster dialogue and cooperation between the public and private health care sectors. The Foundation conducts timely research, policy analysis and educational activities on a range of health care issues, reaching high-level decision makers in the public and private sectors.

Salary

Salary commensurate with skills, education and experience. Excellent benefit package including health, life and disability insurance; vacation, holiday, and sick time; retirement plan.

Applications

Please send a cover letter and resume to: nihcm@nihcm.org (preferred) or fax to 202-296-4319. Please reference RPA 2009 in the email subject line. No phone inquiries please. NIHCM Foundation, 1225 19th Street, NW, Suite 710, Washington, DC 20036.