



Senior Program Officer, Health Policy Position Description

General Description

Reporting to the Vice President of Programs, the Senior Program Officer, Health Policy is responsible for the following: building health policy as a core function of The Colorado Trust (The Trust); identifying, researching and analyzing access to health and health reform developments, trends and policies at the local, state and national levels; identifying new policy-related partners and areas of opportunity to advance The Trust's access to health agenda; tracking and monitoring relevant legislation at the state and national levels; assisting staff in using policy analysis to foster an understanding of complex health issues and implications among grantees, policymakers, stakeholders and the media.

The Senior Program Officer, Health Policy shall serve as an employee at will of The Trust, is a member of the Program Department team, has significant project management responsibilities, and, as assigned, works across departments, including with Research, Evaluation & Strategic Learning and Communications & Public Affairs. The Senior Program Officer, Health Policy, as assigned, will initiate, develop and manage grantmaking strategies that advance The Trust's access to health agenda.

Responsibilities

The primary responsibilities of the Senior Program Officer, Health Policy are:

- Build public policy as a core function of The Trust
- Identify, track and analyze access to health trends, legislation and changes in health and related public policy at the local, state and national levels that affect or could affect access to health and inform The Trust's current and future grantmaking strategies
- Provide rigorous timely health policy, health financing and related public policy research and analysis based on best available data and information, sometimes in a quick turnaround environment
- Identify, conceptualize and research public policy project topics and identify new policy-related partners and opportunities to advance The Trust's program, policy and grantmaking agendas
- Work on policy-related issues with outside consultants, analysts and stakeholders as necessary to advance The Trust's access to health agenda
- Convene and manage groups around health and related public policy issues
- Initiate policy-related research projects, issue briefs, fact sheets, web site content and plan, coordinate and convene meetings, briefings and forums
- Assist staff in using research and analysis to foster an understanding of complex health policy issues and implications among grantees, policymakers and stakeholders.
- Move policy and research projects from concept to final product.
- As assigned, initiate, develop and manage grantmaking strategies that advance The Trust's access to health agenda.

Qualifications

- Masters level degree preferred in health policy, health economics, public policy or related discipline
- In-depth knowledge of health policy and financing broadly defined at the local, state and national levels, of state and federal public health-related programs and of the interaction among those programs, and of governmental/legislative systems and processes
- Experience in public policy, policy analysis, policy development and systems change
- Experience with state and federal health-related databases
- Strong strategic, creative thinking, analytical, organizational and decision-making skills
- Excellent writing (short and long formats), oral communication and computer skills
- Ability to translate complex health and related public policy issues for lay audiences in writing and orally
- Experience convening and managing groups around health and related public policy issues
- Ability to consider diverse perspectives, work with diverse groups and exercise excellent judgment
- Ability to represent The Trust in public and community settings, to make presentations and to communicate effectively with grantees, partners, media and other stakeholders.
- Ability to maintain cooperative, supportive and productive relationships with other members of The Trust's staff and board, grantees, community members and other funders and to work well as a team player across all departments of The Trust.

The Colorado Trust

The Colorado Trust is an independent grantmaking foundation dedicated to achieving access to health for all Coloradans. Together with individuals, groups and communities across the state, The Trust focuses its strategic grantmaking to support health coverage for all Coloradans and improve and expand health care for all. For more information about The Trust please visit www.coloradotrust.org.

To Apply

Submit a detailed letter of interest, resume and contact information. Electronic submission by email to humanresources@coloradotrust.org is preferred, or by mail to:

The Colorado Trust
Attn: Human Resources
1600 Sherman Street
Denver, CO 80203

This position closes Monday, August 10, 2009, at 5 p.m. The Colorado Trust strongly supports diversity in its hiring practices.