



Position Title: Health Data and Research Associate

Position Information/Duration: Full-Time, 12-Months

Travel: 15% with majority in local DC area

Salary Range: \$80,000 to \$115,000

Location: Washington, D.C.

Work Environment: Telework with 6 two-day in-person team days per year (every other month) plus department and grant funded project travel. Optional hybrid arrangement at headquarters available to all employees.

Reports To: Director of Operations and Strategic Business Development

About the Institute for Medicaid Innovation

Join an organization that is passionate about improving the lives of Medicaid enrollees, their families, and communities through the development, implementation, and diffusion of innovative solutions. The Institute for Medicaid Innovation (IMI) is a national 501(c)3 nonprofit, nonpartisan research, policy, and community power-building organization that provides independent information and analysis to inform Medicaid policy and improve the health of the nation. The work of IMI is informed, guided, and supported by an exceptional group of national experts representing academic and non-academic research institutions, advocacy and community organizations, clinician groups, Medicaid managed care organizations, state, and federal policymakers, and, most importantly, individuals, families, and communities. The Institute for Medicaid Innovation's strategic priorities provide both guardrails and guidance for strategically aligning its work with its mission.

IMI acknowledges that it is not feasible for us to live up to our mission without acknowledging the need for creating an equitable and inclusive work environment. For more information about IMI, please visit our website.

About the Role

The health data and research associate is responsible for leading project development, implementation, and evaluation related to Medicaid and managed care specific to IMI's priority topic areas: health disparities and equity, pregnant, birthing, and postpartum individuals and gender health, birth equity, child and adolescent health, and behavioral health. The successful candidate will oversee IMI's data, research, and evaluation portfolio of work including the annual Medicaid MCO survey and birth equity projects while leading a talented and passionate department team and working collaboratively with other departments.

IMI encourages and supports employees to maintain academic appointments and clinical practice. A flexible schedule and FTE arrangement can be negotiated to support external activities that are not in conflict with the work of the Institute.

DUTIES & RESPONSIBILITIES:

- a) support the mission, vision and priorities of the organization;
- b) establish and maintain relationships with funders that fosters the successful attainment of funds to support IMI research and projects;
- c) lead the development and submission of research and project concepts, applications, and proposals;

- d) lead project management and coordination of activities, including budget management, monitoring grant and contract timelines, reporting, cultivating relationships with existing and potential new stakeholders, and communication with funders and stakeholders as appropriate;
- e) demonstrate and apply content knowledge and expertise to study design decisions, project activities, and reporting;
- f) identify and articulate the intersections between research, clinical practice, and policy;
- g) lead the collection and conduct analysis of qualitative and quantitative data;
- h) develop issue briefs, technical reports, and manuscripts;
- i) support collaboration among team members, both internal and external to the Institute;
- j) participate in activities that support ongoing learning to enhance skills and experiences;
- k) provide research support on projects, including literature reviews, data collection (from focus groups, interviews, surveys, secondary/archival sources, and primary data sources), analysis of quantitative and qualitative data, and technical report and manuscript preparation;
- l) oversee the management of staff on projects including health policy and research assistants, fellows, interns, consultants, and contractors;
- m) provide support for the IMI's committees, subcommittees, and workgroups;
- n) identify and review current and emerging patient and clinical topics that the Institute should consider focusing its research and project efforts;
- o) provide technical assistance on projects, including contributing to the development of research designs, methods, supporting stakeholder engagement and fostering ongoing relationships, identifying innovative concepts for research projects that address key issues in Medicaid;
- p) serve as a representative of the organization through presentations and attendance at meetings/conferences; and
- q) contribute to implementation and dissemination activities, including presentations, conference posters, issue briefs, technical reports, blog posts, and manuscripts for a variety of audiences; and
- r) engage in business development activities, including, cultivating relationships with existing and potential new stakeholders, managing or contributing to the writing of proposals, developing budgets, and expanding areas of expertise.

About You

To be maximally successful in this role, you need to have:

- Experience working in a grant or contract-funded environment with experience in writing grant/contract proposals.
- Experience programming and analysis with one or more quantitative and qualitative analysis software (e.g., STATA, R, SAS, SPSS, NVivo, etc.).
- Experience working with primary and secondary health data sets is preferred.
- Familiarity with online/digital survey tools such as Qualtrics, Survey Monkey, etc.
- Experience supervising the facilitation of qualitative and quantitative data collection and analysis.
- Demonstrated management skills, including the ability to lead small and medium sized teams and projects, develop proposals, contribute within a leadership team, provide day-to-day management of complex projects and tasks, and direct and mentor staff members, fellows, and interns.
- Excellent interpersonal, verbal and written communication (technical and non-technical) skills, including preparing and delivering presentations, with experience and success in publishing research findings.
- Flexibility and ability to consistently meet deadlines.
- Ability to work independently as well as part of a team, including working remotely in a telework environment.
- Acute attention to detail and strong work ethic.

You also need to be:

- Committed and passionate in improving access to high quality, patient-centered, evidence-based care for Medicaid enrollees to reduce disparities and social inequalities.
- Passionate about the Medicaid program and the individuals, families, and communities it serves.
- Committed to diversity, equity, inclusion, and justice (DEIJ).
- Independent problem solver.
- Flexible in managing multiple and competing demands simultaneously.
- Strong organization skills.
- Strong ability to work in a fast-paced environment.
- Ability to interact in a tactful and courteous manner.
- Exceptional external and internal customer service.
- Experienced in effectively work with staff that telework.
- Able to hold absolute confidentiality and discretion regarding privileged information.
- Someone with a sense of humor and positive attitude.

Experience and Education

You need to meet the following educational and work experience requirements:

To be eligible for this position, applicants must have a graduate degree in a health-related research field (e.g., public health medicine, nursing, social work, etc.), at least 4 years of experience in health services research and Medicaid policy, and at least 2 years of experience in leadership roles and managing teams.

The Perks of Working at IMI

- Work-life balance design (i.e., flexible work schedule and telework).
- Equitable (i.e., everyone starts with regardless of title/position) 15 days paid vacation time with additional vacation days earned for each year of service.
- Equitable (i.e., everyone receives regardless of title/position) 10 paid mental and physical wellbeing days.
- Generous 19 paid holidays that reflect the equitable, diverse, and inclusive culture (i.e., Juneteenth, Yom Kippur, Eid, Diwali).
- Expansive health insurance options (i.e., multiple insurance company options).
- Generous 401(k) company contributions.
- Life insurance.
- Short- and long-term disability insurance.
- Paid family leave through D.C. program.
- Lactation room at headquarters.
- Locked bike parking at headquarters.
- Paid gym membership at headquarters.
- Ability to live/work in DMV area (i.e., Washington, D.C., Maryland, Virginia, and Delaware).
- Travel to D.C. office at least six times a year (travel allowance provided) for two day in-person team meetings, trainings, and volunteer activities.
- Local travel stipend for metro rail/bus and parking.
- Paid training and educational opportunities.
- Company-sponsored team outings and volunteer opportunities.



Conditions of Employment

To be employed by IMI, qualified candidates must:

- Be a U.S. citizen.
- Live in the eastern time zone in a state where IMI is currently registered to employ staff, D.C. metro area preferred.
- Be fully vaccinated against COVID including applicable boosters.
- Have ability to travel to D.C. for scheduled organizational meetings, at least once a quarter, and as needed for job or project related meetings.
- Have ability to travel to locations throughout the U.S. for job or project related meetings.
- Provide official transcripts for positions with degree requirements.
- Successfully complete all onboarding requirements and documentation (e.g., verification of citizenship).
- Successfully complete 90-day probationary period.

How to Apply

Please email your cover letter and CV/resume to Anna Bonelli at ABonelli@MedicaidInnovation.org with subject line "Application - Data & Research – [Your last name]" no later than May 15, 2024.

DEADLINE:

Applications are accepted on an ongoing basis.

IMI is an equal opportunity employer. As an anti-racist and gender inclusive organization, all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, sex, gender, religion, political affiliation, marital status, or disability.

IMI encourages those from historically excluded groups who believe they do not meet all the qualifications to apply.