



Position Title: Associate Director, Strategic Programs

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

Travel: 15% with majority in local DC area

Salary Range: \$110,000 to \$130,000

Most qualified candidates should expect to start in the low to middle section of the salary range to allow for learning, growth, and promotion within the role.

Location: Washington, D.C. (telework)

The position is based in Washington, D.C. The Institute for Medicaid Innovation (IMI) operates in a telework arrangement with staff working in the eastern time zone during normal work hours. It is required that staff come into the IMI office for six (6) two-day in-person team days per year (every other month) plus applicable department and grant funded project travel. Staff may choose to work from home or the office during non-required days, creating an optional hybrid arrangement.

Reports To: Deputy Director

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. Our five-year [strategic priorities](#) provide both guardrails and a launch pad for IMI's work.

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

As a member of the senior leadership team, the associate director of strategic programs is responsible for leading the development, implementation, and evaluation of the organization's analytic and programmatic agenda related to Medicaid and managed care specific to the Institute for Medicaid Innovation's priority topic areas: perinatal health, youth behavioral health, and community-based models of high-quality, high-value, health care. The associate director of strategic programs will develop and mentor project-specific teams and supervise their work to meet deadlines and deliverables.

As with all leadership roles within IMI, this position is responsible for championing diversity, equity, inclusion, and justice through all duties and deliverables. The successful candidate will lead a talented and passionate department team, working collaboratively with other functional areas, contractors, volunteers, funders, and advisors. Candidates who are entrepreneurial, creative, and flexible are desired to shape this position. The associate director of strategic programs is a new role within IMI, offering an exciting opportunity to build a cohesive and consolidated department made up of teams that were formerly independent from each other.

The associate director of strategic programs can expect their work to include:

Strategic and Tactical Leadership:

- Contribute positively to organizational culture and reflect IMI's values.
- Work in partnership with the rest of the IMI senior leadership team to develop and execute a policy, programmatic, communications, and research agenda and goals that are aligned with IMI's mission and strategic priorities.
- Actively engage with IMI's staff, board of directors, national advisory board, committees, and community to truly understand IMI's mission and to gather best practices and innovative initiatives for inclusion in deliverables.
- Work collaboratively with internal and external partners to identify and review current and emerging Medicaid policy topics that the Institute should consider focusing its research and programmatic efforts and develop strategies to build on current/existing Institute initiatives.
- Collaborate with team members to develop creative and mission-centric messaging that articulates IMI's case for support and unique voice and position within the Medicaid community.
- Serve as a senior staff member on IMI advisory committees, supporting the chair(s) to align annual efforts with the strategic priorities of the organization and portfolio of current and future work.
- Engage in business development activities, including cultivating relationships with existing and potential new stakeholders and organizations, managing or contributing to the writing of proposals, developing budgets, and expanding areas of expertise.

Design, Direct, and Conduct Policy, Programmatic, and Research Initiatives:

- Provide technical assistance and subject matter expertise on projects, including contributing to the development of project design and methods, supporting stakeholder engagement and fostering ongoing relationships, and identifying innovative concepts for potential projects that address key issues in Medicaid.
- Supervise and develop staff by setting goals for performance and growth. Monitor workflow and provide constructive feedback and coaching. Plan, monitor, and appraise job results.
- Convene and lead policy summits on emerging topics to highlight current evidence, best practices, and opportunities that are aligned with the IMI's strategic priorities and focus areas.
- Conceptualize, review, and direct the development of Medicaid policy and programmatic initiatives, analysis, and products (e.g., learning and action collaboratives, learning series, webinars, in-person convenings, written reports, issue briefs, memos, oral and visual presentations, toolkits, blog posts, newsletter articles, social media, analyses of proposed policies and regulations).
- Carry out project management and coordination activities, including serving as project director and monitoring grant and contract timelines, reporting, and communication with funders and stakeholders as appropriate to produce high quality deliverables on time.
- Support collaboration among team members, both internal and external to IMI.
- Serve as a representative of the organization through presentations and attendance at meetings/conferences.

- Participate in activities that support ongoing learning to enhance skills and experiences.

About You

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

- commitment to improving access to high quality, patient-centered, evidence-based care for Medicaid enrollees to reduce preventable gaps in access, quality, and outcomes of care.
- passion for the Medicaid program and the individuals, families, and communities it serves.
- commitment to actively supporting diversity, equity, inclusion, and justice within the workplace and across all programmatic efforts.
- data, research, evaluation, policy, and programmatic expertise in Medicaid managed care;
- experience translating research into policy and programmatic initiatives;
- experience working in or with communities and state or federal Medicaid agencies to implement policy changes;
- strong writing skills including proven success in publishing reports, fact sheets, issue briefs, and blog posts, and grant and contract proposals;
- commitment to understanding the needs of IMI's priority populations within the context of health care and Medicaid policy;
- demonstrated experience collaborating with multiple partners, driving projects to completion, and an ability to articulate complex issues to multiple audiences;
- a "teamwork" mindset and ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness;
- a passion for leadership and demonstrated team management skills, including the ability to lead projects and proposals, support, guide, and lead project staff, provide day-to-day management of complex projects and tasks, and direct and mentor volunteers, interns, and fellows;
- ability to work simultaneously on multiple projects/tasks and maintain a well-organized work environment;
- experience working in a grant or contract-funded nonprofit environment with experience writing grant/contract proposals;
- enthusiasm to propose fresh ideas without prompting from leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life; and
- experience working with and mentoring learners, including interns, graduate students, and fellows from different disciplines and professions.

You also need to be/have:

- a dynamic and poised professional who will represent IMI's work with enthusiasm and authenticity;
- a practiced public speaker who can think on their feet;
- a stickler for details and quality;
- a creative thinker who can conceptualize, test, and revise out-of-the-box ideas and solutions;
- a strong self-motivator;
- a clear passion for health equity, innovation, and Medicaid;
- a commitment to managing staff and work within an anti-racist, inclusive, and justice-oriented paradigm.

Experience and Education

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

Graduate degree in health services research, public health, health policy, statistics, economics, or other health fields.

At least ten (10) years of leadership and management experience with at least five (5) years directly related to Medicaid, maternal child health, and/or health services research.

The Perks of Working at IMI

- Work-life balance work design (i.e., flexible hybrid work policy with eligible staff working remotely up to five days a week with the ability to come into the office on any of those days).
- 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.
- 5 days of bereavement leave for immediate family and 2 days for relatives, pets, and friends.
- Generous 22 paid days of holiday leave that reflects the equitable, diverse, and inclusive culture (i.e., Juneteenth, Yom Kippur, Eid, Diwali) and offers rest (e.g., end-of-year break from December 24th through January 1st).
- Half-day summer Fridays, June-August (52 total hours equivalent to 6.5 days)
- Qualified Small Employer Health Reimbursement Agreement
- Expansive health insurance options through bulk small employer purchasing (i.e., multiple insurance company options).
- Generous employer 5% contribution to 401(k) plan.
- 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) or, with advance permission, in other eligible states within the eastern time zone.
- Travel to D.C. office six times a year (travel allowance provided) for two day in-person team meetings, trainings, and volunteer activities.
- Travel for grant and contract funded projects (travel allowance provided) to work directly with communities.
- Paid training and educational opportunities.
- Company-sponsored team outings and volunteer opportunities.

Conditions of Employment

To be employed by the Institute for Medicaid Innovation, qualified candidates must:

- Be a U.S. citizen.
- Ability to live/work in DMV area (i.e., Washington, D.C., Maryland, Virginia, and Delaware) or, with advance permission, in other eligible states within the eastern time zone.
- Have ability to travel to the D.C. office for scheduled organizational meetings, at least every other month, 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

Email cover letter and CV to Dr. Jordana Frost at JFrost@MedicaidInnovation.org with subject line "Application, Associate Director Strategic Programs - LastName."

DEADLINE:

Applications will be accepted until the position is filled.

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 who believe they do not meet all the qualifications to apply.