



## JOB ANNOUNCEMENT: Policy Manager

### About the Colorado Consumer Health Initiative:

The Colorado Consumer Health Initiative (CCHI) is a nonprofit, non-partisan, membership-based organization working to advance the consumer voice to improve access to health care for all Coloradans by working statewide for progress toward equity, affordability, and quality. CCHI is actively working to break down barriers in accessing health care through innovating in public policy, building inclusive coalitions and partnerships, and engaging community members in our work. We work through a three pronged approach that advocates for policy change. Our policy, strategic engagement, and consumer assistance teams work together to find relief for Coloradans whose access to health care and financial security are compromised by affordability, poor benefits, and unfair business practices of the healthcare industry.

### Location: Denver, Colorado

While CCHI works to represent Coloradans across the state, our offices are located in Denver due to the proximity of the state Capitol. This position requires regular travel to meetings with partners, legislators, government agencies, and other stakeholders in and around the Denver-Metro area. On occasion, some statewide and interstate travel may be required.

### About the position:

Under the supervision of the Policy Director, the Policy Manager provides support on policy and legislative issues aimed at breaking down barriers to accessing high-quality and affordable health care. This includes advocacy, lobbying, coalition management, campaign development, education, research, and policy analysis. The Policy Manager may work on a variety of health policy issues including prescription drug affordability, surprise out-of-network billing, ways to reduce health care costs, health insurance rate review, affordability of insurance coverage options, and general consumer protections. The Policy Manager will work closely with the CCHI team, and is part of the policy team along with the Policy Director, Policy Fellow, and policy interns. The Policy Manager may be responsible for managing the Policy Fellow and interns. The Policy Manager position is a full-time, permanent position. However, like all positions at CCHI, the Policy Manager is dependent on continued availability of grant funding.

### Primary Responsibilities

The Policy Manager is responsible for the management of the CCHI Policy Committee and assisting in developing a proactive policy agenda that is reflective of community needs. This position will also manage issue-specific coalitions in support of advancing CCHI's policy priorities and will require building relationships with stakeholders to respond to coalition needs. Additionally, the Policy Manager is responsible for:

- Conducting policy analysis and tracking proposed policies (legislative and regulatory) at the federal and state levels, including the analysis necessary in developing an organizational position on various health care issues
- Providing project management on project-based advocacy grants
- Representing CCHI at meetings with members, policymakers, and health industry stakeholders, and advocating for change in alignment with CCHI's policy position
- Facilitating CCHI's member-based Policy Committee meetings, including setting meeting agendas responding to member requests for information, and maintaining a tracking system for legislation
- Managing issue specific coalitions, including meeting facilitation, developing campaign collateral (fact sheets, action alerts, etc.), and increasing coalition membership in support of the policy
- Developing and maintaining relationships with policymakers, health care stakeholders, and community members working on health care policy
- Providing regular and timely updates regarding health care policies to CCHI members through CCHI newsletters and blog content
- Developing education, outreach and training materials on current policy issues, and present at conferences and other events as opportunities are available
- Assisting in the development messaging and communications on health care policies
- Supporting development and fundraising efforts as needed, including planning events
- Providing logistical support to CCHI team members and work collaboratively to achieve the overall mission
- Additional responsibilities as determined in partnership with supervisor and organizational needs

#### **About you:**

The ideal candidate is self-directed, curious, organized, and shares CCHI's [core values](#). You should be comfortable in a fast-paced environment where tasks, priorities, and deadlines can change quickly. You have a passion for learning, understanding, and exploring new ideas. You are not afraid to ask questions, speak up, and be an active and engaged member of our team. You are committed to social justice and being a voice for equity in our work.

#### **Required Qualifications**

- Understanding of health care policy, social determinants of health, and barriers to health equity, including in the legislative, budget, and regulatory environments
- Strong project and time management skills
- Excellent communication skills, with the ability to communicate with people from diverse backgrounds
- Self-starter, with the ability to structure your day and priorities to meet deadlines under minimal supervision
- Can thrive in an environment where the path forward isn't always clear
- Values open, honest, and constructive communication with fellow team members
- Willingness to work occasional nights and weekends

### Preferred Qualifications

- At least 2 years experience in a policy or advocacy organization, preferably with a focus on health care policy in the private health insurance market
- Established relationships with legislators or other policy makers, preferably with some lobbying experience
- Experience managing others
- Bilingual English/Spanish

### **Salary range and benefits:**

\$3,750-\$4,583 monthly, with an additional \$208 per month for Spanish language fluency

Full time with benefits including: health, life, disability, vision and dental insurance coverage for employees, partners, and dependents; an IRA savings plan with employer match; generous paid leave policies including 2 weeks of sick time and 3 weeks of paid vacation; cell phone stipend

### **Other Considerations:**

#### Physical Requirements

Expectations for this position include operating a computer, in-person conversations with organizational partners and members of the community, and spending time on the phone and/or video calls for internal and external communication.

#### COVID-19 and Our Current Work Environment

Our physical offices are currently closed and employees are working from home due to COVID-19. CCHI is extremely committed to protecting our team's physical and mental health during this time. With that in mind, all of our work-related travel has been postponed until further notice and our meetings that we host or typically attend in person will be conducted virtually until further notice. While we do have protocols in place for some staff to begin to return to the office, we anticipate most team members continuing to work from home at least until July 1, 2020.

In the event interviews will be held virtually, we will send information and instructions regarding virtual participation in advance of interview times.

### **How to Apply:**

Interested candidates should send a (1) cover letter, (2) resume, and (3) answers to the below questions with "Policy Manager" in the subject line to [cwadle@cohealthinitiative.org](mailto:cwadle@cohealthinitiative.org) :

1. What do you think is the greatest barrier to accessing health care?
2. Why is the consumer voice important in impacting policy change?

The deadline for all applications and supplemental materials is June 30th, 2020 by 5:00pm MDT.

The Colorado Consumer Health Initiative is strongly committed to building a work environment that recognizes, respects, and encourages the unique contributions of a broad spectrum of qualified employees. We strive to make employment decisions that support inclusion and to maintain a work atmosphere that is equitable and promotes work-life practices that allow people of diverse backgrounds and lifestyles to grow personally and professionally.

CCHI is an equal employment opportunity employer. CCHI does not discriminate against employees or job applicants on the basis of race, color, religion, creed, national origin, ancestry, sex, pregnancy, age, gender, gender identity, gender expression, ancestry, marital status, sexual orientation (incl. transgender status), physical or mental disability, military status, genetic information, marriage to a co-worker and retaliation for engaging in protected activity (opposing a discriminatory practice or participating in an employment discrimination proceeding or any other status or condition protected by applicable federal, state or local law.

For further information about CCHI, please visit our website at [www.cohealthinitiative.org](http://www.cohealthinitiative.org)