

# POLICY MANAGER JOB POSTING

## OUR MISSION & HISTORY

Established in 1993 to drive a children's agenda on emerging issues, The Children's Partnership (TCP)'s mission is to improve the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.

## THE PILLARS OF OUR WORK

- Advance an Equity Agenda for Children
- Build and Elevate Partnerships
- Drive Community-Informed Research & Policy
- Be the Leading Voice for Children
- Promote a Dynamic and Innovative Organizational Culture which includes the Core Values of Balance, Equity, Growth, Accountability and Trust

## POSITION SUMMARY

The Children's Partnership (TCP) seeks a highly-skilled and self-motivated champion for equity to serve as Policy Manager. The Policy Manager leads and manages specific policy projects for TCP's policy and advocacy work and supports other TCP projects aimed at improving the well-being of underserved children. The Policy Manager will set, implement and achieve goals and outcomes for focused policy projects.

The Policy Manager serves as an internal expert on children's health coverage and access to care, particularly delivery system reform and cross-system initiatives, including state and national efforts to address social determinants of health for children, such as immigration status, child welfare- or juvenile justice-system involvement, access to nutrition and social services, and other issues. Utilizing community engagement, research, and advocacy, the Policy Manager will help shape, lead, and implement strategies across TCP's policy and advocacy work in support of TCP's broader agenda to improve the wellbeing of children in underserved families.

## RESPONSIBILITIES

Primary responsibilities include, but are not limited to, the following. Other duties may be required within the scope of this position, as deemed relevant and necessary.

### Essential Functions

- Lead cross-organizational policy research and advocacy projects related to children's health coverage and access to care, particularly delivery system reform and cross-system initiatives, and develop that portfolio's ongoing strategy and trajectory.
- Work with the TCP policy team on additional TCP children's policy projects, and coordinating or contributing significant components of the projects' work, including research, community engagement, and advocacy.
- Serve as an expert, and act as an advisor internally and externally, on children's health coverage and care, mental health, immigrant child health, oral health, telehealth, and/or social determinants of health, including immigration status, system involvement, and other issues.
- Provide timely, accurate, in-depth and relevant policy research and strategic analysis required to achieve the objectives of projects, including highlighting unexpected issues, barriers, or opportunities that may arise in TCP issue areas and topics.
- Work with policy team on long-term projects, coordinating significant components of the projects' work, including research, community engagement, and advocacy.

- Write high-quality policy briefing documents for policymakers and stakeholders, and provide poignant content review to the TCP Communications and External Affairs teams to ensure accuracy in social and earned media materials and public education products.
- Lead cross-organizational project management related to issue portfolio, and develop and implement strategy for advancing TCP policy goals, working closely with TCP team.
- Monitor state and federal health policy developments, news, and research and respond as appropriate to key issues and developments.
- Work closely with TCP Outreach and External Affairs team to support the management of key partnerships and collaborations to enhance TCP's efforts to reach and work with underserved families and children through public policy, advocacy, communications, and digital efforts.
- Lead coordination of coalition work around portfolio, as relevant, including coordinating and finalizing coalition communications such as letters, press outreach, and fact sheets.
- Provide strategic analysis and background for the development of TCP's annual policy agenda.
- Participate in the execution of relevant funder activities—including the development of proposals & reports—in collaboration with TCP's development team.

#### **Additional Functions**

- Lead select special projects.
- Build partnerships with other stakeholders, administrators and policymakers in the field of children's health, coverage and care.
- Participate in and lead both internal and external meetings.
- Represent TCP at meetings, policy briefings, committee hearings, and other external events.
- Support production & dissemination of materials & outreach—including press outreach, inclusion on website & social media activities—with TCP's Communications team.

#### **COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)**

- Experience managing projects and related resources effectively
- Expertise in health policy (with a particular focus on health delivery system reform, managed care, social determinants of health, mental and behavioral health, at the state, federal and local level a plus)
- Demonstrated strategic thinking, including proven ability to prioritize, balance, and meet conflicting demands in a fast-paced environment
- Flexible team player who thrives in environments requiring ability to effectively prioritize and organize multiple projects effectively
- Extensive knowledge of California or Medicaid health care systems
- Strong familiarity with state and federal regulatory processes
- Demonstrated ability to communicate effectively with a variety of audiences (advocates, press, policymakers)
- Exemplary written, oral communication and analytical skills
- Highly adaptable, reliable, risk-taker who is creative, open to new ideas, and has a willingness to take initiative
- Strong track record in working with coalitions and managing relationships with stakeholders
- Experience with meeting facilitation
- Familiarity with social media

## QUALIFICATIONS

- Master's degree.
- Minimum of five (5) years of health policy and/or health management consulting experience or relevant professional work.
- Demonstrated knowledge of Medicaid, health system delivery, managed care, public health, and state health care policy. Knowledge of county-based care systems a plus.
- Excellent knowledge of state legislative and regulatory process and benefits experience from beneficiaries, particularly children.
- Ability to synthesize complex policies and data into clear and compelling updates, advocacy materials and strategies.
- Demonstrated experience in conducting policy and program research and advocacy strategies.

**Full-time position (FLSA: Exempt). Reports to Vice-President.**

**Salary: Commensurate with experience. Excellent health, retirement & other benefits.  
Some local, statewide, and national travel required.**

## APPLICATION PROCESS

Email resume, cover letter summarizing interests & qualifications, and two writing samples to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Policy Manager" in the subject line. No phone calls, please.

*TCP is an Equal Opportunity Employer that will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*