

Title: Director of Research & Policy
Reports to: Executive Vice President
FLSA Status: Exempt
Date: September 2022

Purpose

The Director of Research & Policy helps create and support the Academy's public policy and advocacy positions and represents those positions to state legislators, agencies, state-based associations, and other stakeholders. The Director works on behalf of family physicians to enhance their ability to serve patients and improve Washingtonians' access to equitable and affordable health care.

The Director reports to the Academy EVP and collaborates with physician leaders and contract lobbyist(s) to develop and carry out WAFP's policy agenda. This position represents WAFP in state legislative and administrative issues, and undertakes multiple advocacy efforts including issue-tracking, coalition-building, health policy research, policy development, and report writing.

Essential Functions

Reasonable accommodations are available to enable individuals with disabilities to perform these essential functions. This is a representative list of essential functions, which may change over time.

- Participate in setting WAFP's direction in public policy, focusing on core issues related to the practice of family medicine in Washington
- Monitor and analyze Washington's state legislation, budget, administrative rules, policies, and issues that affect family physicians, their practices, and their patients
- Help identify and develop legislation and policy priorities that reflect WAFP's agenda and devise actions and strategies to achieve these priorities
- Evaluate policies, legislation, and regulations for the impact on family medicine
- Research quantitative and qualitative data and background material to support policy positions; draft recommendations, position papers, articles, and updates
- Highlight the scope and impact of family medicine and policy issues affecting the specialty to legislators and other policymakers
- Respond to requests for information from WAFP members, allied organizations, and policymakers
- Represent the organization's interests at public meetings and forums as applicable to the adoption and enactment of public policies by state governmental bodies
- Establish and maintain relationships with key elected and appointed officials, community, employer- and physician-based organizations, and maintain a network with other health related organizations with similar interests and goals
- Support and lead assigned WAFP board committees
- Follow established policies, procedures, and controls for prudent financial, document, and branding management
- Engage with Academy events as directed
- All other duties as assigned, including occasional weekend and evening meetings and travel
- Work effectively as part of the WAFP team with a professional attitude, respectful and responsive relationships with colleagues and WAFP members, and effective collaboration and strategic skills to advance WAFP's missions and goals

Qualifications

Education and Experience

- Minimum five years relevant and progressively responsible work experience in policy research and advocacy or equivalent experience in a related field
- Bachelor's degree required, with additional academic experience in public policy preferred
- Experience with and understanding of the social determinants of health and barriers to health equity. Commitment to addressing issues of diversity and equity
- Experience with member organizations is a plus
- Proven planning and analytical skills to evaluate complex situations and information and recommend next steps/solutions
- Understanding of health care and public health policy and experience working with legislative processes
- Ability to satisfy WAFP and Foundation background test requirements

Required Skills and Attributes

- Transparent, high integrity manner of working with others
- Effective time management and timeliness in planning and executing on tasks
- Ability to think and perform independently
- Ability to adapt to changing circumstances and think through competing priorities
- Excellent written and verbal communication skills including the ability to effectively communicate with team members, Boards of Directors, membership, and community stakeholders
- Ability to anticipate and solve problems readily
- Demonstrated ability to produce high-quality, accurate materials such as reports and summaries
- Strong working knowledge of and experience with Microsoft Office Suite

The WAFP is an equal opportunity employer, and we strongly encourage interested persons of all backgrounds and experiences to apply. Applicants receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, citizenship, political ideology, veteran or marital status, sexual orientation, gender identity, gender expression, or the presence of any sensory, physical, or mental disability, or any other bases prohibited by local, state, or federal law when making employment decisions.

Working conditions

While most of the job is performed in office or similar settings, the job requires occasional evening and weekend work. The position requires overnight travel both by air and car. Occasional irregular hours are required, particularly when the Academy hosts events or the state legislature is in session. The person in the position must be able to engage individually and in groups (both indoors and outdoors) and attend various governmental committee/regulatory meetings in the state— both in person and virtually.

Physical requirements

The job requires significant computer work including reading and keyboarding. Occasional driving is required. The position requires the ability to speak and effectively listen to a variety of individuals and to move about various settings (indoors and out of doors).

Direct reports

The position is an individual contributor in a team.

Other duties

This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.