

*Job Description*

**Job Title:** Associate Director of Policy

**Immediate Supervisor Title:**  
President & CEO

**Location and Travel:** Remote Work or DC-Based Hybrid. Remote Work would Require Travel to DC for Member Meetings and Two In-Person Days with DC-based Team Every Other Month

**Position Purpose:**

This position supports policy development for SNP Alliance goals aimed at improving the health and well-being of individuals living with significant, complex needs through specialized managed care.

**Responsibilities and Results:**

1. Participate in policy position development and strategies to advance SNP Alliance interests and positions
2. Aid in development and maintenance of CMS relationships
3. With support from CEO and working with members and consultants, lead development of responses to Proposed Medicaid, Medicare and Related Regulations, Congressional legislation, RFIs, MedPAC or MACPAC responses
4. With support from CEO and consultant team assist in managing and/or delivering technical support to members via virtual education, development and management of learning platform, and meetings
5. Aid in facilitating member virtual and in-person meetings
6. Working with Assistant Director for Member Services, deliver member informational updates
7. Aid President and CEO in partnership efforts with associations
8. Working with CEO and consultants, develop advocacy materials, reports, compile descriptive data, talking points, etc. needed to support SNP Alliance goals
9. Assist member surveys and related analysis
10. Other duties as assigned

**Education/Training:**

Bachelor Degree required; Minimum of two years of Medicare and/or Medicaid managed care health policy experience required; Graduate degree in related field preferred

**Knowledge, Skill, and Abilities:**

1. Experience with policy impacting people dually eligible for Medicare and Medicaid and related duals integration policy
2. Experience with Medicare and Medicaid Managed care
3. Experience with state and/or federal government policymaking
4. Expertise in facilitating work groups and aiding such groups in moving towards consensus on key policy and programmatic positions
5. Exceptional written and oral communication skills.
6. Experience with analysis, synthesizing, interpreting and clearly communicating rules, legislation and complex requirements as well as their impacts to health care business professionals
7. Ability to work independently with guidance from President and CEO
8. Expertise in managing internal teams, projects and contractors
9. Expertise with PowerPoint and Word and experience with Excel and development of analysis as well as development of charts and graphs.

**For More Information Contact Mike Cheek at [mcheek@snpalliance.org](mailto:mcheek@snpalliance.org)**