



## Position Description

### Policy Analyst

#### Blue Cross Blue Shield of Massachusetts Foundation

The Blue Cross Blue Shield of Massachusetts (BCBSMA) Foundation is a private health care foundation established in 2001 with a mission of expanding access to health care for low-income and vulnerable individuals and families in Massachusetts. Through grantmaking, policy initiatives and programs, the Foundation has gained national prominence, particularly through its role in supporting the expansion of health insurance coverage in Massachusetts. In 2003, the Foundation launched its *Roadmap to Coverage* initiative to develop options and support the debate about how to solve the problem of the uninsured in Massachusetts. This initiative helped guide the development of the landmark Massachusetts health reform law which has resulted in nearly universal coverage in the Commonwealth. Today, the Foundation has more than \$90M in assets making it one of the largest health philanthropies in New England with an annual budget of \$8M. Last year the Foundation distributed more than \$3.5M in grants to a diverse group of more than 100 grantees in Massachusetts. For more information about the BCBSMA Foundation, please visit: <http://bluecrossfoundation.org/>

The Policy Analyst reports to the Director of Policy and Research and serves as a core member of the Foundation's Policy Team. By strategically commissioning targeted research from leading state and national academics and consultants, the Policy Team seeks to support the debate on both health care coverage and costs in the Commonwealth through the dissemination of reports, policy resources and tools, and through high-impact public and leadership events. This year, as part of the new strategic plan, the Foundation has made a commitment to researching and exploring issues of affordability. Operating in a fast-paced, creative and strategic business environment, the Policy Analyst supports the varied and multi-faceted work of the Policy Team, helping to develop and implement the Foundation's dynamic policy agenda. The Policy Analyst also plays an integral role across the whole Foundation, working with the Director for the Massachusetts Medicaid Policy Institute, the Program Manager for Grantmaking and other staff to support the Foundation's programs and activities and link them to the policy agenda.

#### Major Responsibilities:

##### *Health policy and data analysis*

- Researching, analyzing and reviewing local and national research and government initiatives related to health care access, coverage and affordability;
- Interpreting and translating research results to inform staff and shape the Foundation's research and policy agenda;

- Analyzing major health care datasets and developing memos, briefs and chart packs of significant quantitative findings;
- Writing and editing policy-related internal reports, briefings, legislative or regulatory comments, and materials for the Board of Directors, and creating presentations on health reform, cost containment, and other health policy topics for the President;
- Supporting selected policy research contracts, including serving as primary contact, helping create research instruments, and reviewing and analyzing results;

#### *Communications and report dissemination*

- Reviewing and editing policy-related commissioned reports and creating and disseminating messages and products;
- Overseeing publication and dissemination of reports via website, email campaigns, and social media;
- Monitoring website analytics and managing strategic improvements to website;

#### *Policy contract and grant administration*

- Overseeing operational functioning of policy research, including drafting and executing contracts and tracking budget and invoices;
- Supporting policy grant applications and administration, including establishing review method, being lead point of contact, filtering and evaluating proposals, and tracking budget to ensure compliance with grant agreement;
- Supporting selected policy grants, including establishing and tracking grant and reporting requirements, conducting site visits, and reviewing and disseminating products;

#### *Foundation events*

- Leading the planning and implementation of policy and research convenings, including managing logistics;
- Coordinating collaborative efforts with the grantmaking and capacity-building areas of the Foundation, including helping design and execute technical assistance sessions;
- Undertaking other projects as required by the Policy Director and President.

#### Qualifications include:

- Strong policy and data analytical skills, including the ability to synthesize, frame, and draw attention to timely information;
- Deep interest and experience in health policy or public health;
- Commitment to the Foundation's mission and a passion for bringing health care equity to vulnerable populations;
- Thorough awareness and understanding of the Massachusetts's health policy landscape;
- Interest in learning about and staying current with health care policy developments on the national level;
- Excellent communication and writing skills;
- Strong interpersonal and collaborative skills;
- Strong organizational skills, including ability to prioritize and manage multiple projects and deadlines;
- Project management experience, including contract management and grants administration;
- Energetic and adaptable, with the ability to take initiative;

- Ability to work independently and problem-solve as needed;
- Keen attention to detail and a commitment to excellence;
- Bachelor's degree (Master's degree preferred);
- Proficiency in Microsoft Word and Access; advanced proficiency in Microsoft Excel, PowerPoint;
- Experience with Stata/SAS/SPSS (preferred);
- Working knowledge of basic html, blogging and/or other website content management software (preferred)

Interested persons should send resume and cover letter to: [admin3@ecdonnelly.com](mailto:admin3@ecdonnelly.com)

***The Blue Cross and Blue Shield of Massachusetts Foundation is committed to hiring individuals who reflect the diversity of the communities it serves.***