



AMERICA'S ESSENTIAL HOSPITALS

JOB TITLE: Senior Research Associate (Health Policy),
America's Essential Hospitals

CURRENTLY IN POSITION:

POSITION SUMMARY: The Senior Research Associate is a member of the America's Essential Hospitals research department and participates in the full range of studies and projects developed by the department, but focuses primarily on projects related to health policy. The Senior Research Associate serves as project manager on major, ongoing projects supported national funders. The Senior Research Associate develops methodological approaches to understand key issues impacting members and manages all research activities as well as the development of briefs, peer-reviewed manuscripts, reports, and presentations. The Senior Research Associate participates in formulating funding proposals to meet the goals of the research department's development plan. The Senior Research Associate also manages research interns.

The Senior Research Associate is expected to employ a full range of qualitative research methods to analyze data and summarize results into clear, insightful, and comprehensive reports and/or presentations. The Senior Research Associate is expected to be highly organized, an excellent writer, and have strong qualitative analysis skills. The Senior Research Associate is expected to build relationships with members, maintaining a high level of professionalism and professional etiquette. The Senior Research Associate will be a key member of the Research Center, a small team that works closely together and on a regular basis with other departments within the organization.

REPORTS TO: Director of Research

PRINCIPAL DUTIES AND JOB RESPONSIBILITIES*

- Takes a leadership role in developing and managing aspects of research projects and conducting surveys. Duties may include overseeing the development of and/or compiling literature reviews,

collecting data, conducting telephone interviews, analyzing qualitative and quantitative data, and writing up/presenting findings

- Provides senior level project coordination and implementation assistance with current and new initiatives
- Assists in substantive and administrative proposal development, including project conceptualization, proposal writing, and proposal tracking
- Prepares presentations and authors reports that summarize data collected during research projects in a clear and precise manner
- Makes presentations of research findings at national conferences
- Represents America's Essential Hospitals with external organizations, at national conferences and grantee and research forums
- Drafts conference abstracts and journal submissions to help disseminate research findings
- Responds to short-term information requests from members and America's Essential Hospitals' staff
- Manages relationships with external organizations, as assigned, to coordinate America's Essential Hospitals' role in joint projects
- Manages consultants, as assigned, to complete project tasks
- Assists in identifying and developing new research projects to support the America's Essential Hospitals' strategic plan

** The above statements reflect the general duties and responsibilities necessary to describe the principal functions of the job, as identified, and shall not be considered an exhaustive list of job responsibilities which may be inherent in the position. Responsibilities are subject to change.*

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Possesses excellent knowledge of the health care industry especially as it relates to health policy
- Possesses the fundamental skills to manage components of large, complex projects or to manage projects independently where appropriate
- Excellent critical thinking and analytical skills and able to produce insightful, well written project deliverables in a timely manner
- Possesses a strong understanding of research methods and ability to design research projects
- Ability to work in a team and engage a larger audience for participation
- Strong computer skills, including ability to present findings graphically/pictorially

- High degree of proficiency with Microsoft Office Suite (Excel, Word, and PowerPoint)
- Initiate programs and ideas to improve the research department and America's Essential Hospitals in general
- Demonstrates a can-do attitude, initiative, flexibility, and sense of humor
- Demonstrate good judgment on behalf of members and America's Essential Hospitals

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- Master's degree and three years' experience in a related field OR PhD in a related field (e.g., public policy, public/health administration, or public health)
- Five years' experience of extensive writing and project management
- Training in research methods including survey development and qualitative research
- Interest in research related to vulnerable, underserved populations

To apply for the Senior Research Associate position with America's Essential Hospitals:

Please forward your resume and cover letter to careerpty@essentialhospitals.org.