



## Position Description

### I. Position Incumbent and Information

**Position Title:** Research Manager, Healthcare Ready      **Classification:** Exempt

**Supervisor's Title:** Programs Director

**Date of Preparation:** October 2020

### II. Position Summary—The primary purpose of the position (3-4 sentences)

Serve as primary manager of research projects and communications efforts for Healthcare Ready, a 501(c)(3) organization.

Lead research project execution, subject-matter related initiatives, to include some policy education efforts, as appropriate.

Devise and manage organization communication efforts in concert with Programs Manager. Support policy advocacy efforts as appropriate or needed.

### III. Major Duties and Responsibilities

Activity	Percentage of Time Spent
<ul style="list-style-type: none"> <li>■ Identify and manage research projects that align with organization's mission and vision, to include managing research project execution and analysis, authoring issue briefs and reports, and managing stakeholder outreach.</li> </ul>	50%
<ul style="list-style-type: none"> <li>■ Build and maintain relationships with key government, private sector and public health stakeholders and engage stakeholders in Healthcare Ready activities including activations, conferences, research initiatives and other work. Represent Healthcare Ready in meetings, working groups, and workshops to include acting as bridge between public and private sectors, sharing relevant information with Healthcare Ready members and network.</li> </ul>	10%
<ul style="list-style-type: none"> <li>■ Co-manage, supporting Programs Manager, day-to-day communications</li> </ul>	20%



for Healthcare Ready. Develop and manage blog schedule (to include authoring posts and identifying guest authors), monthly newsletter (to include identifying topics); support execution social media strategy with external consultants.	
<ul style="list-style-type: none"> <li>■ Provide subject-matter expertise and tactical writing support to grant proposals and fundraising efforts, to include tracking and identifying appropriate grant opportunities.</li> </ul>	10%
<ul style="list-style-type: none"> <li>■ Manage and develop, with Programs Director, research and analysis strategy and plan for organization, to include: developing and process for routine research analysis; coordinating report drafting; sharing and disseminating research findings at workshops, conferences, etc.</li> </ul>	10%

#### IV. Responsibility for Resources

- A. Budget-related (budget development or management, contract development or management, Concur/expense management, invoice processing, etc.): Inform budget development for grants and contracts.
- B. Management/ Supervision/Oversight/Involvement:
  - i. Direct staff management (who, how many): Healthcare Ready intern (1), Research Analyst (2 – 3)
  - ii. Committee/Team management: Research Team (supported by Programs Director)
  - iii. Project/Process/Practices: Healthcare Ready projects and policy efforts. Communications strategy and Programming efforts. Healthcare Ready emergency response activations.
  - iv. Coalitions, Alliances: National Council of ISACs (Information Sharing and Analysis Centers), CDC Coalition, FEMA National Business Emergency Operations Center (NBEOC), HPP Partners, HPH SCC Sub-Sector
- C. Interaction with consultants: Work with two consultants (web designer and communications firm); Coach and support, as needed, Healthcare Ready administrative staff.
- D. Other:

#### V. Decision-Making Authority

- A. The following decisions can be made by the position but are reviewed by others: All meeting and outreach materials and drafts of research reports are reviewed by supervisor.
- B. The following decisions can be made by the position: Have broad autonomy to manage



day-to-day work and projects and to decide project approaches and milestones.

## VI. Education—The minimum formal education (level and field) to perform the role

- Bachelor's Degree in public policy, public health or similar field.

## VII. Experience—Essential experience (subject matter, work background, responsibilities, number of years total work-experience) that are required to perform the role

- 4+ years of experience in public health policy and/or emergency management and preparedness
- 2 (minimum) years leading research and analysis projects for policy efforts
- Project management experience and strong organizational skills
- Strong written and oral communication skills; ability to create and deliver effective talking points and presentations
- Strong ability to collaborate and work with stakeholders from different sectors and fields
- Team player with ability to manage multiple projects at once

## VIII. Skills and Special Training—Unique skills or specialized training and/or certifications are required to perform the role

- N/A

## IX. Additional Information—Any additional information about experience, education, certifications that would be desired for this position, but not required

- Master's or other advanced degree in public policy, public health or related field
- Experience working in federal or state policy
- Experience in emergency management/disaster response
- Familiarity with federal funding mechanisms and budget process