



Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

Position Title: Director of State Initiatives
Reports To: VP of Business Development
Job Classification: Exempt, Full-time

Basic Overview

The State Initiatives Director acts as the main point of contact for multiple state government agencies and statewide health care improvement programs on behalf of the Center for Improving Value in Healthcare (CIVHC). The position oversees and coordinates projects, initiatives, and outreach activities focused on Colorado's state agencies and related stakeholders. The position requires the ability to supervise and coordinate with others across multiple projects, and maintaining open lines of communication with key groups. The Director also provides intellectual leadership to guide CIVHC's State Initiatives strategy, working collaboratively with stakeholders to develop specific research efforts and special projects. This position is an integral part of CIVHC's leadership team and reports directly to CIVHC's VP of Business Development, with an indirect relationship with CIVHC's President/CEO.

Role and Key Responsibilities

Overall: At the strategic level, the Director of State Initiatives plays a key role in shaping CIVHC's administration of the Colorado All Payer Claims Database as a statewide asset, focusing on stakeholder engagement and State government relationships.

The position contributes to organizational decision-making through work with upper management, committees, and direct collaboration with statewide CIVHC stakeholders.

At the tactical level, the Director of State Initiatives builds and strengthens relationships with the State government through outreach and oversight of State-focused data projects.

The Director is responsible for aligning CIVHC resources and services to meet Colorado State government goals, overseeing specifically identified projects, and ensuring status communications with all relevant stakeholders to stay on track. This includes cross-departmental coordination internally, and regular communication with external partners and state government leads. Programs under this position's purview will be identified by CIVHC's management team and assigned by CIVHC's VP of Business Development. The Director reports the progress and findings of project and initiative efforts to State agencies and related stakeholders, CIVHC upper management, and relevant external groups

The Director will closely collaborate with the VP of Business Development, State Initiatives Program Manager, analytics team, and business development team to deliver on strategies and statewide programs. The Director will also work closely with the marketing and communications team to use a variety of materials and approaches to ensure consistent positioning & messaging of CIVHC's priorities and capabilities to a wider range of stakeholders. State and other external stakeholders must be engaged and have the opportunity to provide input and guidance on key CIVHC initiatives.

Area Specifics:

- 75% - Outreach and development – presenting to State stakeholders and interested groups about CIVHC programs and the APCD data and analytic capabilities: what data is available, how it can be used, and how data can be requested. This includes sharing information about the data publicly reported on the CIVHC web site. The position attends conferences within Colorado, representing CIVHC with an informational booth about what the APCD is and how it can support the work of different interest groups. Requires an in-depth understanding of CIVHC, the Colorado APCD, the dynamics, goals and contacts of the Colorado State agencies, the State itself, and the overall healthcare system. In addition:
 1. Serve as the primary liaison on behalf of CIVHC to State agencies and various statewide partners.
 2. Meet regularly with state government partners and stakeholders to ensure collaboration and alignment with state objectives and CIVHC's strategic initiatives, and obtain input and feedback to improve the value of APCD data and reporting.
 3. Identify new opportunities to develop statewide initiatives driven or supported by Colorado APCD data, and identify new potential partners for collaboration.
 4. Serve as an advocate for CIVHC while increasing awareness of the APCD and analytic capabilities.
- 25% - Work collaboratively with the State Initiatives Program Manager to oversee the development and execution of statewide, multi-stakeholder efforts. This role entails being creative and working with large-scale, key stakeholders to utilize data and analytics from the Colorado All Payer Claims Database (APCD) to advance the Triple Aim. Initial assigned projects and statewide initiatives include:
 1. Represent CIVHC in the execution of projects specific to the State government, with a specific focus on the Dept. of Healthcare Policy and Financing, the Dept. of Public Health & Environment, the Division of Insurance and the Department of Human Services.
 2. Understand State government needs for the Colorado APCD and pro-actively work with the CIVHC team to integrate those needs into strategic and tactical planning
 3. Others/examples: facilitate and support state contract committees, employer engagement and related organizations, etc.

Other Requirements

- The Director must be a self-starter and have the skills to facilitate and supervise others to ensure that projects are completed on time and within budget.
- The position must supervise and monitor the work of any outside contractors and vendors in relation to the project.
- The Director must be able to understand and speak to the needs of diverse stakeholders with a specific focus on State government initiatives.
- The Director must possess excellent verbal presentation skills and the ability to use computer software to develop presentations and provide easy-to-understand graphs and charts to communicate research findings and progress on projects.
- All activities and findings from projects must be documented and reported to upper management and related stakeholders.
- Documentation may also include generation of budgets and projected budgets for the project including the cost of outside contractors and services.

- The Director may be asked to conduct limited research or direct other team members to conduct research to support development of new statewide initiatives.
- The Director will be expected to assist partners and other stakeholders in the writing and execution of grants to fund statewide efforts involving CIVHC and the CO APCD.
- The Director may need the services of outside organizations or professionals to complete project(s). The position makes recommendations on potential consultants or services needed including the budget and special requirements for the outside service provider. This includes the cost and experience of the contractor to produce the deliverables needed to complete the project.

Qualifications:

- Bachelor's degree in business, public health, public policy, statistics, or other related field of study. Master's degree preferred.
- A minimum of five years of experience working with, or within a state agency focused on health care, health insurance, or public health.
- Experience with health care performance measures, quality metrics, and value-based analysis.
- Extensive understanding of the role of data utilization in a health care setting.
- Experience understanding large data sets and how they can be used to generate system-wide and detail-level analytics. Claims data experience preferred.
- Experience in the health care field and a working knowledge of the health care system, including current trends in care delivery and payment reform. Experience in the Colorado health care system is preferred.
- Professional experience in a role that required outreach and communication with diverse stakeholders.
- High level of self-motivation, direction and intellectual curiosity.
- Experience developing and executing long-term work plans with multiple contributing partners and overlapping deliverable deadlines.
- Excellent attention to detail.
- Excellent written and verbal communication skills.

Physical Requirements:

- Ability to work at a computer for extended periods.
- Ability to travel to and from meetings: some overnight travel may be required.

CIVHC is an equal opportunity employer.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates may submit cover letters and resumes to careers@civhc.org. Please include the job title and your name in the email subject line.