

## **SENIOR POLICY AND RESEARCH ASSOCIATE**

### **Job Description**

The New York State Health Foundation (NYSHealth) seeks a Senior Policy and Research Associate to conduct health policy and public health analyses that inform and influence key issues related to the Foundation's programmatic goals.

### **NYSHealth Background:**

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$325 million in assets, as well as a \$15 million annual grants and operations budget.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Healthy Food, Healthy Lives. NYSHealth also engages in responsive grantmaking through a Special Projects Fund and maintains a special interest in veterans' health.

### **Position Overview:**

This position offers the opportunity to work on a broad array of health policy and public health issues requiring the analysis of multiple data sets (ranging from large structured databases requiring data use agreements to unstructured open data). The position is best for someone who combines quantitative research skills with a keen instinct for how the research can be used to affect policy and practice. The successful candidate will combine programming and statistical skills with a sense of how the work will have real-world application and impact. The Senior Associate will have experience displaying and communicating research to stakeholders and will be creative, highly motivated, and productive.

The Senior Associate will work collaboratively with the Policy and Research team and the Foundation's program staff to identify promising areas for analysis that can inform both NYSHealth's work and the fields in which we work. The Senior Associate will be a key contributor in the development of research methodologies for new projects, be the lead analyst on projects, and help craft the research into suitable presentations and reports for public release.

The person in this position will co-author issue briefs, data briefs, white papers, and other publications relevant to the Foundation's priorities. Although many of the projects are likely to be responsive to time-sensitive, near-term needs, the Senior Associate will also work on larger-scale projects with longer durations.

This position will report to the Director, Policy and Research.

### **Responsibilities:**

The Senior Associate will be responsible for:

- Collecting and organizing varied data sets, including large claims databases, survey data, public health data, and Web-based data;
- Constructing, cleaning, and documenting datasets for project-related use;
- Applying quantitative methods and techniques to manage and analyze research data using standard statistical software packages such as SAS or R;
- Conducting literature reviews of technical and professional publications;
- Developing the design of research studies;
- Managing administrative aspects of research data acquisition;
- Creating customized and presentation-quality graphical output from data analysis results;
- Writing, compiling, and editing portions of NYSHHealth-produced publications, including fact sheets, issue briefs, data briefs, infographics, blog posts, and reports, as well as peer-reviewed publications;
- Reviewing work products to ensure quality and consistency of content;
- Briefing NYSHHealth staff on research-related projects and identifying areas for collaboration and knowledge-sharing across NYSHHealth teams;
- Providing research and technical consultation to other staff and grantees;
- Attending and presenting at external meetings and conferences; and
- Performing other duties as assigned.

### **Required Experience and Qualifications:**

Prior academic and/or work experience should demonstrate the ability to conduct applied quantitative research that is policy-relevant; manage projects from start to finish; and produce written analytic products for a range of stakeholders.

- Graduate degree in applied economics, computer science, mathematics, statistics, or related quantitative field. Degrees in public policy, health services research, or public health with a strong quantitative research component will be considered;
- 3–5 years of on-the-job, post-graduate experience involving quantitative research in economics, public health, public policy, or related fields;
- Experience in data analysis using SAS, R, Python, SQL, Excel, and/or other statistical and data analytics software;
- Expertise in programming univariate statistical analyses, bivariate statistical analyses, and multivariate statistical tests, as well as interpreting the results;
- Experience using large and varied datasets such as Census data (e.g., American Community Survey), County Health Rankings, BRFSS, NHIS, MEPS, SPARCS, and claims data;
- Experience creating dynamic data visualizations using GIS, Tableau, Infogram, R and/or other software;

- Superb project management and organizational skills, including attention to detail and the ability to multitask;
- Interest in public health policy and public health;
- Experience writing memos, reports, and manuscripts that translate research into policy-relevant, persuasive, and actionable messages;
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, and others who contribute to program development and management;
- Can work independently and as part of a team and welcomes opportunities to work across diverse cultures. Comfortable working and communicating with colleagues in-person and remotely;
- Demonstrated maturity and seasoned judgment. Ability to make decisions and justify recommendations; and
- Previous experience conducting applied health policy research for federal or state agencies and knowledge of the New York health policy environment are desirable.

### **Application Process:**

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

NYSHealth offers a competitive package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403(b) retirement account; professional development and tuition assistance; and a paid monthly MetroCard. NYSHealth is committed to mentoring and providing learning opportunities.

The salary range for this position is \$70,000–\$85,000, depending on experience and qualifications.

NYSHealth is currently operating on a remote basis. We expect to return to in-office work with a flexible option for some remote work.

Send statement of interest and resume to [HR@nyshealth.org](mailto:HR@nyshealth.org) and include “Senior Associate” in the subject line.

*The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.*