



The Texas Association of Health Plans

Job Description: Director of Policy, Government Programs

The Texas Association of Health Plans (TAHP) is the statewide trade association representing commercial and Medicaid health plans operating in Texas. TAHP is seeking a full-time, experienced Director of Policy to start in February 2024.

POSITION

Director of Policy & Government Programs

DESCRIPTION

TAHP is seeking candidates for its Director of Policy, Government Programs position. Candidates for the position should possess excellent verbal and written communications skills. The Director of Policy & Government Programs is responsible for representing TAHP on Medicaid/CHIP and health care policy issues, including legislative and regulatory advocacy and public testimony. The Director of Policy & Government Programs reports directly to the CEO.

RESPONSIBILITIES

- Legislative advocacy on Medicaid, public health, and general health care bills
- Advocacy strategy development on TAHP legislative priorities, including monthly interim strategy presentations, bi-weekly session presentations with plans, and bi-annual retreats
- Legislative bill analysis and fiscal analysis of Medicaid, public health, and general health care bills
- Preparation of talking points, testimony, and legislative fact sheets on bills and priority issues; testify when needed
- Provide testimony for legislative hearings and agency regulatory hearings
- Present on managed care topics at TAHP Food for Thought Luncheons for legislative offices
- Develop relationships with legislative offices and work with stakeholder groups on legislative issues and TAHP priority issues
- Attend legislative meetings and provide meeting summaries to the plans and testify on behalf of TAHP when needed
- Convene health plans and help build consensus on policy issues

- Create and edit Medicaid-related content for inclusion in TAHP's weekly newsletter, press materials, Complete Coverage, social media, website, and advocacy updates, ensuring regular and informative written updates and summaries.
- Assist in the planning of quarterly Medical Director Forums and TAHP Covered Conference, including developing agenda and policy content
- Develop policy content for TAHP Medicaid materials including agency letters, fact pages, issue briefs, and primers
- Develop regulatory analysis and comments on policy issues and help with strategy for engaging state agencies and other policymakers
- Coordinate with TAHP Medicaid Operations Director and provide backup on project management and coordination of TAHP business products; act as official representative of TAHP on HHSC stakeholder committees; attend HHSC meetings on Medicaid policy and regulatory issues and agency advisory committee meetings and provide plans with meeting summaries; provide backup assistance on Medicaid health plan operational calls; serve as health plan liaison with HHSC
- Meet monthly with State Medicaid Director; prepare agenda and talking points for CEO

QUALIFICATIONS

- Baccalaureate degree in a related field is required, master's degree preferred. Experience may be substituted for required degree
- 3-5 years of experience working on Medicaid and CHIP policy and fiscal issues
- 5-7 years of experience with legislative advocacy strategy and development, legislative bill analysis, fiscal analysis and regulatory analysis
- Excellent verbal and writing skills
- Skilled at translating complex policy issues into real-world, easily digestible communications materials and public testimony
- Self-motivated and detail-oriented with the ability to prioritize, multi-task, and meet deadlines

OCCASIONAL TRAVEL IS REQUIRED.

WORK ENVIRONMENT

We believe that people thrive on having trust, freedom, and the ability to make a difference. We also trust our employees to do what they think is best to help TAHP succeed. Our goal is to inspire our team more than manage it. To these ends, we foster freedom and empowerment wherever we can, giving employees lots of freedom, power, and information in support of their decisions. In turn, this generates a sense of responsibility and self-discipline that drives great work benefitting the association.

At TAHP, typical working hours are Monday through Friday, 9am to 5pm. This is when most meetings will occur and when employees are generally expected to be available. Because of the nature of our work, however, employees will often have irregular workdays and flexible schedules — sending emails on weekends or evenings and having to work long days and weekends during Legislative Sessions, Legislative hearings, and TAHP events. During these busier times, employees are often expected to be available in the evenings or on weekends.

Because our employees often work irregular workdays, we foster a flexible work culture that values trust, outcomes, and success over rigid work policies. We focus on what our employees get done; not how many hours or days they have worked.

ABOUT TAHP

The Texas Association of Health Plans is an advocacy and government relations firm representing health insurers, Medicare health plans, and Medicaid health plans operating in Texas. Our staff of eight is small but mighty, producing regular, comprehensive communications and advocacy materials for the Capitol audience, our association members, and the public. We seek to inform, educate, and advocate for priorities that make the health care system more accessible, navigable, transparent, and affordable for all Texans.

COMPENSATION

Competitive salary and benefits offered.

HOW TO APPLY

Please send an email with the subject line “TAHP Director of Policy” to info@tahp.org and attach the following: resume, 3 writing samples, and 3 references by close of business on Friday, Feb 2, 2024.

The Texas Association of Health Plans is an Equal Opportunity Employer and encourages all qualified applicants to apply.