

Program Associate Policy

The Organization

The Commonwealth Fund — among the first private foundations started by a woman philanthropist, Anna M. Harkness — was established in 1918 with the broad charge to enhance the common good. Today, the mission of The Commonwealth Fund is to promote a high-performing health care system that achieves better access, improved quality, and greater efficiency, particularly for society's most vulnerable, including low-income people, the uninsured, and people of color. The Fund carries out this mandate by supporting independent research on health care issues and making grants to improve health care practice and policy.

Our Values and Commitment to Equity

The Commonwealth Fund envisions a health care system that values and benefits all people equally — one that pursues equity in health care and health outcomes as well as in leadership and decision-making. We believe this requires an alliance of people and institutions across society working together to recognize and value the lived experience of all individuals; ensure the delivery of compassionate, affordable, quality health care; and strive for equitable outcomes for all. We place great value on the varied backgrounds and experiences our staff bring to our organization and encourage employees to bring their full selves to the workplace. We look for talented, nimble, empathetic, and supportive team players who are ready to roll up their sleeves, create impactful change, and celebrate accomplishments.

Program Summary

The Commonwealth Fund's Policy program aims to equip policymakers with the evidence they need to make informed decisions. To that end, the Policy program anticipates and responds to emerging policy opportunities with research and analysis produced by Commonwealth Fund experts and grantees. Our focus is:

- Investing in projects that generate timely, evidence-based insights and analysis for federal and state policymakers, policy influencers, and stakeholders.
- Disseminating and sharing lessons learned in policy and practice, with a focus on education and information-sharing among policymakers, influencers, and stakeholders.
- Facilitating states' ability to learn from each other and fostering dialogue between state and federal policymakers.
- Ensuring the research needs and policy priorities of state and federal officials are reflected in the Commonwealth Fund's programmatic strategies.

The Policy program informs policymakers and influencers through educational briefings and events, strategic grantmaking, facilitating connections between grantees and policymakers, and providing

written responses to policy proposals and requests for information. The program also maintains strategic partnerships with organizations that serve specific target audiences, such as state legislators, health policy leaders, and Medicaid directors.

General Position Description

The Program Associate, based in the Washington, D.C. office, reports to the Senior Vice President for Policy.

Specific Responsibilities

Grants management

- Manage all aspects of the grant process: preparation of grant proposal timetables, proposal summaries and materials, payment and reporting schedules, and letters of agreement; tracking of grantee products and budgets, including papers and presentations, and scheduling grant payments accordingly; help plan meetings, forums or conferences related to grantee work; and help maintain overall Fund-grantee relationships. Responsible for streamlining grant tracking methods and communication between the program and grantees to ensure timeliness of reports and products.
- Provide support in the development of grant proposals, including: conducting background research; working with potential grantees to refine proposals and ensure completion of all required documents; assisting in internal reviews of proposals; and taking detailed notes and preparing summaries of review meetings for proposed grants.
- Act as a liaison with the Fund's Communications staff to support publication of grant products, including by: supporting senior staff in reviewing content of draft and final publications; tracking products as they progress in the publication process; and coordinating with grantees and Communications staff to disseminate products.
- Track the Policy team's grant budget and provide the team with regular updates on spending.

Policy Support& Project Management

- Support the Policy team's outreach and engagement with policymakers and influencers, including: providing logistic and content support for policymaker education efforts (briefings, webinars, convenings, etc.); assisting with Fund responses to policy opportunities such as requests for information or public comment; and coordinating early outreach to Congressional and agency staff, state policymakers, and partners on key publications.
- Oversee and refine systems to track and disseminate policy updates and resources with Fund staff.
- Oversee and refine systems to track the Fund's policy engagement and impact, including Fund staff interactions with federal and state policymakers, staff and grantee contributions to policy opportunities, and impacts of Fund products on policy decisions and deliberations.
- Provide research and writing support for Fund publications.

- Prepare materials, slides, and charts for internal and external meetings and presentations. This may involve researching and assembling materials with detailed information about a variety of health policy topics and/or Fund projects.
- Represent the Policy team at meetings and conferences, as requested.
- Provides project management support for a new, cross-cutting Fund initiative that aims to support states in improving health system performance. The initiative will include listening sessions and targeted technical assistance efforts – led by Fund staff and grantees – in a select group of states.

General Administrative Support

- Manages the calendar of the Senior Vice President for Policy and provides general administrative support to the Policy team as needed, which may include: arranging appointments and scheduling meetings, completing expense reports, and coordinating travel.
- Plan and facilitate regular meetings between the Policy team and other Fund program teams to review policy updates and opportunities; summarize and track meeting follow-ups

Core Competencies & Qualifications

- Bachelor's degree required, with 3 to 5 years minimum of relevant work experience.
- Strong technical skills and organizational skills, including proficient use of databases and Microsoft Office (Excel, Word, and PowerPoint)
- Meeting management experience.
- Ability to multitask, prioritize, and follow through to effectively manage work and meet multiple tight deadlines. Exceptional attention to detail and organizational skills.
- Excellent written and oral communication skills
- Good judgement and the ability to act independently within standard guidelines
- Flexibility and skill in working as a team member
- Passion for exploring new ways to connect data and policy recommendations to federal and state policy audiences.

Location

Position is based in our Washington, DC location.

Salary & How to Apply

The starting salary range for this position is \$66,196 - \$82,745 depending on professional experience.

Please apply using this link:

[Program Associate, Policy](#)

Employment at The Commonwealth Fund is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.