

Senior Associate Strategy and Development, The Pew Health Group, Washington DC

The Pew Health Group (PHG) seeks to improve the health and well being of all Americans. Based on research and critical analysis, the program advocates policies that reduce unacceptable health risk, focusing on areas that include consumer, medical and consumer product safety.

Support the development of projects and strategic investments in support of the Pew Health Group through primary research, empirical analysis, compilation and analysis of data sets and literature reviews.

Collaborate with program staff in identifying their research needs for project due diligence and designing effective strategies that will involve commissioning research from external experts or conducting it directly.

Work with experienced members of PHG to develop and implement processes that guarantee the highest standards for rigor and accuracy for vetting new ideas.

Maintain impeccable and transparent documentation including public spreadsheets tracking all ideas and historical files on proposals that have been considered.

Communicate lessons learned from investigations of new ideas to PHG staff to develop their understanding of what types of ideas are most likely to succeed.

Provide advice and counsel to project staff on new initiatives to assist them in clearly defining the problem to be addressed, the proposed strategy for change, and the measurable outcomes to be achieved in a compelling written presentation for management and Board approval.

Develop and write reports for senior internal and board discussions related to future investment opportunities.

Contribute to, and participate in, activities of the Pew Health Group as well as other Pew projects and initiatives.

As assigned, work with staff in other Pew policy departments to identify and develop collaborative projects.

Requirements:

A bachelor's degree required, advanced degree preferred, and at least four years of experience conducting research projects aimed at informing and advancing effective public policy.

Demonstrated research and analytical skills applied to public policy issues, including an ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue.

Experience providing support for external research undertaken by academics, nonprofits and other contractors, helping ensure rigorous, policy relevant and timely results.

Excellent written and oral communications skills, including an ability to synthesize and summarize research findings and recommendations. Clear, effective writing style.

Strong systems skills including Microsoft Office products, database and online research applications.

Strong interpersonal skills. Able to develop and manage productive and collaborative relationships both internally and externally.

Ability to think strategically and creatively, juggle multiple priorities, adjust to changing circumstances, organize time efficiently, remain attentive to details and identify resources for projects.

Demonstrated time- and project-management skills, including an ability to meet multiple deadlines by maintaining a high level of organization.

Ability to fit into a creative, fast-paced, and highly professional corporate culture which emphasizes excellent, collegiality and teamwork. Has a proven track record of working as a member of a team and individually to meet goals.

It is anticipated that the senior associate will undertake a nominal amount of travel, including conferences and occasional trips to the Trusts' Philadelphia offices. We offer a competitive salary and excellent benefits package, including a generous 401(k) plan, four weeks vacation and flexible benefit options.

To Apply:

Applicants should send a complete cover letter (indicating where you learned of the opening), résumé and salary expectations to:

<https://jobs-pct.icims.com/jobs/2651/job>