



## **National Association of Medicaid Directors Seeks Senior Policy Analyst – Federal Policy**

### **Overview**

The National Association of Medicaid Directors (NAMD) seeks a **Senior Policy Analyst** to support and advance the association's federal policy strategy. This individual will play a critical role in analyzing and communicating federal legislative and regulatory developments affecting Medicaid and the Children's Health Insurance Program (CHIP), while helping to elevate the perspectives of state Medicaid leaders in federal policymaking.

The ideal candidate will bring strong policy analysis and communication skills, the ability to manage multiple priorities, and a commitment to advancing Medicaid's role in promoting access to care across the country.

### **About NAMD**

NAMD is a nonpartisan, nonprofit, professional association representing leaders of state Medicaid agencies and Children's Health Insurance Programs (CHIP) across the country. Members from the 56 states and territories drive major innovations in health care while overseeing Medicaid and CHIP, two of the nation's most vital health care programs serving millions of beneficiaries.

### **Position Description**

The Senior Policy Analyst will be a key member of NAMD's Federal Policy team, reporting to the Director of Federal Policy. This position is responsible for monitoring federal policy activity, conducting research and analysis on a range of Medicaid-related issues, and preparing timely, actionable materials to inform and support NAMD's members. The Senior Policy Analyst will help translate complex policy developments into accessible content, coordinate strategic engagement with federal agencies and congressional staff, and support member-focused policy programming.

The individual will also work collaboratively across teams to align federal policy activities with broader organizational priorities and contribute to NAMD's ongoing mission of supporting Medicaid leaders across all states and territories.

### **Position Responsibilities**

The Senior Policy Analyst will serve as a key contributor on NAMD's federal policy team, providing policy expertise, analytical insights, and logistical coordination across a broad range of issue areas. Specific responsibilities include:

#### Federal Policy Monitoring, Analysis, and Representation

- Monitor federal legislative and regulatory activity relevant to Medicaid and CHIP, including actions from Congress, CMS, HRSA, and other federal agencies

- Analyze and synthesize complex policy developments into clear, accessible materials tailored for Medicaid agency leaders and other stakeholders
- Engage Medicaid leaders from diverse state and territory contexts to understand their perspectives and shared viewpoints around federal policy developments
- Lead NAMD's comment development process, including analysis of regulatory proposals, developing summary memos for Medicaid leaders, gathering member input to inform policy positions, and writing and submitting formal comment letters
- In collaboration with the Director of Federal Policy, federal Policy Associate, and other NAMD staff as appropriate, actively manage NAMD's weekly Federal Update call for Medicaid agency leaders to orient them to regulatory and congressional developments.
- In collaboration with the federal Policy Associate, draft policy updates for internal and external use, including NAMD's weekly newsletter and targeted member communications
- Support partnership with federal agencies and national Medicaid stakeholders, in collaboration with the Director of Federal Policy

#### Member Engagement & Strategic Support

- Support regular communication and engagement with NAMD members to ensure they are informed and able to act on federal policy developments, including serving as federal team liaison to standing meetings of Medicaid agency leaders
- Support coordination of meetings between members, federal officials, and external stakeholders to support NAMD's policy priorities
- In collaboration with the federal Policy Associate, prepare background materials, talking points, and meeting summaries for the Director of Federal Policy and member leaders

#### Research & Issue Brief Development

- Conduct research and policy scans to support emerging priorities and develop issue briefs, memos, and presentations that inform and shape NAMD's policy strategy
- Support development of new topical issue briefs in NAMD's ongoing "Why Did They Do It That Way?" issue brief series
- Track and elevate cross-cutting themes from member states to inform consensus-building and advocacy activities

#### Cross-Team Collaboration

- Partner with colleagues across programming, operations, and communications teams to align federal policy activities with broader organizational strategies, especially NAMD's Affinity Group programming
- Contribute to planning and implementation of association-wide initiatives, including member workgroups, webinars, and public conferences

#### Organizational Participation

- Participate in staff meetings, professional development opportunities, and organization-wide activities including engagement with the Board of Directors
- Support ongoing performance measurement and contribute to a collaborative, mission-driven work environment

#### **Minimum Qualifications**

- Master's degree in political science, public policy, public health or other related area of study.
- At least 5-7 years applied work experience in public policy, public health, government, or related areas.

- Strong project management skills, including the ability to manage multiple priorities, coordinate with internal and external stakeholders, and meet deadlines with minimal supervision
- Ability to work in a cooperative, fast-paced, and team-oriented environment.
- Excellent written and oral communication skills, including the ability to communicate complex ideas in a concise and neutral manner.
- Ability to work in a non-partisan environment and represent the diverse viewpoints of all 50-states, D.C. and the territories. Experience working with a diverse array of state and territory government leaders a plus.
- Ability to manage multiple competing tasks and self-direct workflow.
- Excellent interpersonal skills with a practical, positive, service-oriented mindset.
- Proficient in Microsoft Office tools, particularly Word, PowerPoint, and Excel; familiarity with virtual meeting platforms such as Zoom and Microsoft Teams
- Ability to occasionally travel to NAMD meetings and events outside of the DC area.
- Lived experience with the Medicaid program is greatly valued by NAMD.

### **General Applicant Information**

This position is based in Washington, DC. Minimum 2-days in-person availability is required.

The salary range for this position is \$112,000 to \$120,000. NAMD offers a comprehensive, competitive benefits package designed to support the needs of NAMD employees, including:

- Retirement with employer match and contribution
- Medical, dental and vision insurance
- Generous vacation policy
- Flexible Telework policy with 2 days in office/3 days remote per week

Please send resume and cover letter discussing your interest in Medicaid policy work at NAMD to [humanresources@medicaiddirectors.org](mailto:humanresources@medicaiddirectors.org). No phone calls. Posting remains open until the position is filled.

NAMD is an equal opportunity employer and is committed to attracting and retaining a diverse staff and honoring the experiences, perspectives, and unique identity of applicants.