

Director of Policy and Program Evaluation	
Mission	The mission of the Health Policy Institute of Ohio is to advance evidence-informed policies that improve health, achieve equity and lead to sustainable healthcare spending. HPIO is a nonpartisan, independent and nonprofit organization.
General Qualifications	Minimum of a master's degree with at least seven years of relevant experience
Employment category	Regular full-time, exempt
Reports to	Vice President-Policy
Office location	Columbus, Ohio, hybrid work environment
Evaluation leadership	<ul style="list-style-type: none"> • Manage project teams focused on evaluating policies and programs, including the developing evaluation work plans, delegating tasks and monitoring project task completion • Lead the collection, compilation, management and analysis of quantitative and qualitative evaluation data • Assure human subjects protections, including preparation of institutional review board proposals and consent forms • Guide project teams to assess and assure the quality and accuracy of evaluation data, including oversight and delegation of quality control processes and tasks • Prepare evaluation reports and oral presentations • Coordinate training and capacity-building of HPIO staff to strengthen skills related to equitable evaluation, innovative data collection methods and emerging evaluation concepts • Lead HPIO's internal evaluation work • Develop charts, graphs and other visual tools, including compiling and checking data values
Resource and business development	<ul style="list-style-type: none"> • Lead resource and business development activities, for projects that have policy or program evaluation as a primary focus, including meeting with and developing proposals for potential funders and clients
Multi-sector facilitation and stakeholder outreach	<ul style="list-style-type: none"> • Manage and facilitate small group discussions, including coordinating facilitators, stakeholder discussion questions and managing other logistics • Build and maintain relationships with stakeholders from a variety of sectors through email contact, phone calls and in-person meetings, participation in conferences, trainings and webinars hosted by other organizations, and other activities
Policymaker technical assistance and outreach	<ul style="list-style-type: none"> • Provide technical assistance to policymakers, including compiling research or data on specific topics or legislation and drafting written responses • Cultivate collaborative relationships with key stakeholders, including policymakers across all branches of state government • Schedule, participate in and lead meetings between HPIO staff and policymakers

<p>Other roles</p>	<ul style="list-style-type: none"> • Comply with Joint Legislative Ethics Committee reporting requirements • Communicate effectively through media, including interviews with print, radio and TV reporters, as well as use of social media that aligns with HPIO’s mission and core values • Supervise certain tasks assigned to policy staff and interns • Develop effective presentations, including outlines and slides, with support from the Vice President of Strategic Communications • Present or co-present to variety of audiences (conferences, meetings, webinars, etc.) • Execute, review and provide feedback on written products to ensure adherence with HPIO’s style guide and clear communication of concepts to a policymaker or client audience • Monitor various sources of information to inform HPIO’s work, including proposed and enacted legislation; executive branch websites, press conferences, presentations, plans, reports and other documents; scholarly research; evidence registries; think tank/gray literature reports; policy changes in other states; webinars and conferences; e-newsletters, traditional and social media and other electronic communications, etc. • Contribute to the daily operations of the organization, as needed
<p>General skills and attributes</p>	<p>This position requires:</p> <ul style="list-style-type: none"> • Commitment to diversity, equity and inclusion • Well-developed written and verbal communication and interpersonal skills • Ability to work independently within the context of a highly collaborative team • Ability to manage deadlines, including flexibility in adapting to changing deadlines • Ability to give specific feedback to colleagues and integrate feedback provided by colleagues and stakeholders • Excellent attention to detail • Strong multi-tasking ability and work ethic • Proficiency in office software, including but not limited to MS office, Outlook, Survey Monkey, virtual meeting and shared drive platforms
<p>Other requirements</p>	<p>This position:</p> <ul style="list-style-type: none"> • Requires the ability to work both in a traditional office environment and/or from home as needed • Requires routine use of standard office equipment including, but not limited to, computers, monitors, phones, copiers printers, scanners and filing cabinets • Requires ability to sit continuously for long periods of time and constant keyboarding • Requires interacting and regularly communicating with others to exchange information, including talking, listening and interpreting spoken and written messages • May occasionally require standing, bending and light lifting (less than 15 pounds)

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