



## **JOB POSTING**

**TITLE:** Senior/Policy Analyst - Health  
**DEPARTMENT:** Policy and Program Department  
**REPORTS TO:** Director of Policy  
**CLASSIFICATION:** Exempt  
**STATUS/SCHEDULE:** F/T- Monday through Friday, 9 a.m. to 5 p.m.  
**DATE REVISED:** August, 2017

### **COMPANY OVERVIEW**

FPWA is an anti-poverty, policy, and advocacy nonprofit with a membership network of nearly 180 human-service and faith-based organizations. FPWA has been a prominent force in New York City's social services system for more than 95 years, advocating for fair public policies, collaborating with partner agencies to meet the needs of New Yorkers. Each year, FPWA helps close to 1.5 million New Yorkers move up the economic ladder.

### **POSITION OVERVIEW**

The Senior/Policy Analyst – Health is responsible for policy formulation and implementation of initiatives focused on promoting health policies that improve the social and economic well-being of low income New Yorkers.

### **ESSENTIAL FUNCTIONS**

#### **Policy Analysis and Advocacy (80%)**

- Assume primary responsibility for policy formulation and analysis designed to increase access to quality, affordable healthcare and address issues relating to health equity for low-income New Yorkers and their communities.
- Collaborate with member agencies, allies, coalition groups, and across FPWA departments to develop, promote, and advance policy recommendations through the implementation of effective advocacy and engagement strategies.
- Conduct timely analysis and maintain on-going monitoring of relevant proposed and enacted legislation and regulations on the city, state and federal levels.
- Produce high-quality policy documents (e.g., policy statements, reports, articles, testimony, memos of support or opposition, etc.) that are well researched, strategic and well written.
- Develop and maximize strong and effective relationships with key legislators and staff.
- Manage program deliverables for existing city and state contracts.

### **Administration (20%)**

- Serve on internal project teams, utilizing professional expertise in the development and execution of trainings, workshops, and development of FPWA staff, member agencies, and allies.
- Perform administrative duties as required (e.g. setting up for meetings and events, ordering of photocopy jobs, phone calls, etc.)

### **REQUIRED QUALIFICATIONS**

- Graduate degree in policy, public health, social work, public administration, law, divinity or related field preferred.
- Strong research, analytical, and communication skills with a background in health policy
- Proven success with coordinating advocacy campaigns and coalitions; firm understanding of city, state and federal legislative processes
- Deep commitment to racial and social justice with an understanding of the needs of the communities that FPWA serves, and, a track-record of high-level impact on policy issues in the human services field and on economic equity concerns
- Skilled in program and project management with a proactive and analytical approach to facilitating and leading teamwork; flexible and responsive in incorporating changes into program plan.
- Expert in facilitating meetings and workshops with a strong ability to develop effective partnerships with internal and external stakeholders;
- Demonstrated media skills and experience preferred.
- High degree of commitment to the work and team, sound judgement, entrepreneurial, flexible, creative, energetic, hard-working and unafraid of challenges

### **SUPERVISORY RESPONSIBILITY**

This position does not currently manage employees.

**APPLICATION DEADLINE: SEPTEMBER 30, 2017**

### **TO APPLY**

Please submit a cover letter explaining your vision and qualifications for the position, resume and short writing sample to [jobs@fpwa.org](mailto:jobs@fpwa.org) with subject "Senior/Policy Analyst- Health".

No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.

**AN EQUAL OPPORTUNITY EMPLOYER**