



South Carolina Institute of
Medicine & Public Health

Position Description
Research & Policy Manager
South Carolina Institute of Medicine & Public Health

About IMPH

The South Carolina Institute of Medicine & Public Health (IMPH) is a nonpartisan, nonprofit, independent 501(c)3 organization working to collectively inform policy to improve health and health care in South Carolina. In conducting its work, IMPH takes a comprehensive approach to advancing health issues through data analysis and translation and collaborative engagement. Core organizational values include equity, integrity, excellence, transparency and collaboration.

Position Description

Summary

The Research & Policy Manager will serve as part of a team and will research and write policy papers and taskforce reports. The individual in this role should be a talented writer who can interpret complex health policy issues and translate them for any audience. The candidate should be comfortable with writing reports related to a variety of health topics, meeting facilitation and working collaboratively with the IMPH team to support emerging organizational needs.

Detail

In coordination with the Executive Director, this role will support organizational opportunities to contribute to informed policy. This includes authoring policy briefs, white papers and literature reviews and analyzing data. The candidate should be comfortable representing the Institute as part of relevant committees, taskforces and conferences. This position supports the Long-Term Care Leadership Council at IMPH. This role may have supervisory responsibility for graduate assistants and/or student interns.

Role Responsibilities

- Write and publish data and policy briefs and reports related to a variety of health policy topics.
- Perform research including literature reviews and informational interviews to inform policy analysis.
- Support the operations of the Long-Term Care Leadership Council, including planning council meetings in partnership with the Executive Director and researching areas of interest to the Leadership Council. This includes developing trusting relationships, maintaining consistent communication with the members of the Leadership Council and facilitating meetings with leadership from state agencies and nonprofit organizations.
- Work collaboratively with other IMPH team members to support emerging organizational needs.
- Manage relationships with external partners, promoting engagement and communication.
- Serve as an editor for reports written by other team members.
- Other duties as determined by the Executive Director as appropriate.

Periodic travel may be required.

Minimum Qualifications

A bachelor's degree in public health or related field with at least 5 years of relevant work experience. All degrees must be conferred from a college, university or institution of higher education recognized by the U.S. Department of Education and Council for Higher Education Accreditation (CHEA).

Other required qualifications include:

- Possess the ability to analyze and communicate (interpret & translate) health-related issues to a broad audience both orally and in written formats; the ability to explore, analyze, interpret and report data and research.
- Demonstrated experience synthesizing and communicating quantitative and qualitative data and research.
- Experience with establishing and maintaining effective, positive and professional working relationships with others.
- Proficiency in Microsoft Office: Outlook, Word, PowerPoint and Excel.
- Attention to detail, excellent customer service skills, flexibility in a dynamic environment and the ability to perform independently as well as part of a small team.
- A high level of self-motivation, self-direction and intellectual curiosity.
- A commitment to professional excellence and the ability to exercise sound judgment, objectivity and diplomacy.
- Strong problem-solving skills are essential.
- The ability to balance competing priorities, time management skills and follow-through are essential.
- Demonstrated understanding of health and health care policy.

Preferred Qualifications

A Master's degree in Public Health or related field with at least 4 years of relevant work experience. All degrees must be conferred from a college, university or institution of higher education recognized by the U.S. Department of Education and Council for Higher Education Accreditation (CHEA).

The ideal candidate will also have:

- Exceptional written communication skills, including the ability to translate complex ideas into clear, easy-to-understand concepts.
- Demonstrated ability to synthesize technical information for broad audiences.
- Data collection, analysis and visualization skills.
- Public speaking and presentation skills, including experience presenting complicated subject matters to non-expert audiences.
- Experience with group/meeting facilitation.

About IMPH as an Employer

IMPH seeks a collaborative and talented Research & Policy Manager to join a team of professionals who are highly dedicated to improving the health of all South Carolinians through evidence-based, nonpartisan, data-driven policy solutions. At IMPH, we believe that sound evidence and solid analysis lead to better health

policy, and that better health policy leads to better health for all. Our work is mission-driven and impact-oriented.

Our culture is team-oriented and highly collaborative. We work hard and take our commitment to our state seriously. We strive to create a workplace that encourages and rewards intellectual curiosity, personal initiative, collaboration and the ongoing cultivation of expertise. Core organizational values include integrity, excellence, equity, transparency and collaboration.

Our team is based in an office in downtown Columbia, South Carolina and office hours are 9 a.m. to 5 p.m. Monday through Friday, with a hybrid-optional work schedule.

Employee Benefits

Some of the benefits employees receive include:

- 401(K) with 5% match on contributions from day one
- Health, dental and vision coverage options w/ IMPH contributing 90% of employee premium effective day one
- 15 vacation days per year + 15 sick days per year (accrued monthly)
- 7 or more days of paid time off for winter break between December 24 and January 2 + 7 other paid holidays

Equal Employment Opportunity

We are dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants on the basis of age, race, color, ethnicity, genetic information, sexual orientation, gender, gender expression, pregnancy, religion, national origin, disability, veteran status or any other status protected by federal, state or local law.

The Institute is an Equal Employment Opportunity employer.

Salary

\$60,000 - \$65,000 per year is budgeted for this position depending on experience.

Apply

To apply please email brie@imph.org a cover letter (required), your resume (required) and writing sample (optional).