



## Center for Improving Value in Health Care (CIVHC) JOB DESCRIPTION

**Position Title:** Director, APCD State Initiatives  
**Reports To:** VP, Client Solutions & State Initiatives  
**Job Classification:** Exempt, Full-time  
**Salary Range:** \$110,000 - \$130,000

### About CIVHC

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

### Overview

The Director of State Initiatives serves as the main point of contact for state governments seeking to initiate or enhance All Payer Claims Database (APCD) efforts. The position is focused on building relationships and understanding the needs of states interested in using medical claims data to improve healthcare, lower healthcare costs, and improve the health of their populations. This includes understanding each state's unique needs, and how CIVHC could develop product and service offerings to meet those needs. The Director of State Initiatives will work collaboratively with CIVHC's executive team to develop a multi-state strategy that leverages CIVHC's experience managing a best-in-class APCD.

The position requires the ability to supervise and coordinate with others across multiple projects, while maintaining open lines of communication with key state officials, project leads and stakeholders. The Director also provides intellectual leadership to guide CIVHC's short-term and long-term State Solutions strategy, working collaboratively with stakeholders to identify research and special projects which achieve CIVHC's strategic goals. This includes using data from multiple states to benchmark cost and quality efforts across states. This position is an integral part of CIVHC's leadership team and reports directly to CIVHC's VP of Client Services and State Initiatives, and an indirect reporting relationship with CIVHC's President/CEO.

### Role and Key Responsibilities

Overall, the Director of State Initiatives will:

- Play a key role in shaping CIVHC's strategy to assist the APCD efforts of multiple states.
- Contribute to organizational decision-making through work State agencies responsible for their respective APCDs;
- Understand APCD stakeholders' perspectives and needs; and
- Drive CIVHC's strategy to expand its geographic footprint.

- Build and strengthen relationships with state governments through outreach and understanding of their APCD-specific needs.

The Director is responsible for gathering information about each states' needs related to operating a state or regional APCD, including data governance, data intake, data quality, stakeholder engagement, data products and services. The Director will summarize the information and share it with the CIVHC management team for the purpose of products and service development relevant to operating an APCD.

Priorities will be identified by CIVHC's management team and assigned by CIVHC's VP of Client Services and State Initiatives. The Director will report the progress and findings to State Agencies and other designated stakeholders.

The Director will closely collaborate with the Chief Operating Officer, VP of Client Solutions and State Initiatives, and the State Initiatives Program Manager to deliver on strategies and statewide programs. The Director will also work closely with the Marketing and Communications team to use a variety of materials and approaches to ensure consistent positioning & messaging of CIVHC's priorities and capabilities to a wider range of stakeholders.

#### **Area Specifics:**

- 85% - Outreach and development – A critical part of the role is meeting with government agencies overseeing state and regional APCD efforts in the targeted states, including:
  - Presenting information about CIVHC programs and services related to building or enhancing APCD's, and understanding client needs. Requires an in-depth understanding of CIVHC, the value CIVHC provides, its data governance and data platform, as well as its product and service offerings
  - Building relationships with influential stakeholder groups.
  - Representing CIVHC at local and national conferences to expand understanding about what an APCD is and how it can support different groups.
  - Serving as the primary liaison to lead APCD agencies and partners in targeted states.
  - Identifying new opportunities to develop statewide initiatives driven or supported by APCD data, and new potential partners for collaboration.
  - Serving as an advocate for CIVHC while increasing awareness of the APCD and analytic capabilities in the targeted states.
- 15% - Work collaboratively with the State Initiatives Program Manager to oversee the development and execution of Colorado state-level, multi-stakeholder efforts. Work with key stakeholders to utilize data and analytics from state or regional APCD efforts to advance the Triple Aim.
  - Representing CIVHC with the State Initiatives Program Manager to execute projects for the Colorado State Government, with a focus on the Depts. of Healthcare Policy and Financing, Public Health & Environment, Human Services, and the Division of Insurance.
  - Understanding State government needs for the Colorado APCD and pro-actively work with the CIVHC team to integrate those needs into strategic and tactical planning.

#### **Additional Requirements**

- Self-starter able to build relationships through remote video platforms and phone calls.
- Occasional travel based on specified objectives and COVID-related conditions.
- Understand and speak to the needs of diverse stakeholders with a focus on state government initiatives and how CIVHC's services can support state and regional APCD efforts.

- Document and report all findings to upper management and designated stakeholders.
- Ability to generate budgets for projects and grants.
- Conduct limited research to facilitate or support development of new initiatives.
- Assist partners and other stakeholders in grant writing to fund efforts involving CIVHC and in support of state or regional APCD efforts.
- Make informed recommendations on potential consultants or services needed, including the budget and special requirements for the outside service provider.

**Qualifications:**

- Bachelor's degree in business, public health, public policy, statistics, or related field of study, Master's degree preferred. Five years of related experience considered in lieu of a degree.
- A minimum of seven years of experience working with, or within, a state agency focused on health care, health insurance, or public health.
- Experience with health care performance measures, quality metrics, and value-based analysis.
- Experience understanding large data sets and how they can be used to generate system-wide and detail-level analytics. Claims data experience preferred.
- Experience in the health care field and a working knowledge of the health care system, including current trends in care delivery, payment reform and population health management.
- Professional experience in a role that required outreach and communication with government officials, C-suite executives, and other diverse stakeholders.
- Experience developing and executing long-term work plans with multiple contributing partners and overlapping deliverable deadlines.
- Excellent written and verbal communication skills.

**Physical Requirements:**

- Ability to work at a computer for extended periods.
- Ability to travel to and from meetings: some overnight travel may be required.

CIVHC is an equal opportunity employer.

**Limitations and Disclaimer:**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

**Application Instructions:**

Interested candidates can submit cover letters and resumes to [careers@civhc.org](mailto:careers@civhc.org). Please include the job title and your name in the email subject line.