



Position Title: Data and Program Manager (Annual Medicaid MCO Survey)

Position Information: Temporary, Full-Time (12-Month Project with Potential Option to Renew)

Travel: None Required

Salary Range: \$60,000 to \$75,000

Location: Washington, D.C. (Telework with monthly in-person team meetings.)

Reports To: IMI Deputy Executive Director

About the Institute for Medicaid Innovation

The Institute for Medicaid Innovation (IMI) is a national 501(c)3 nonprofit, nonpartisan research and policy organization that provides independent, nonpartisan information and analysis to inform Medicaid policy and improve the health of the nation. The data and program manager provides support on IMI's Robert Wood Johnson Foundation (RWJF) funded project, "[Annual Medicaid MCO Survey](#)" and on Medicaid specific projects related to the mission and strategic priorities of the Institute for Medicaid Innovation (IMI). Topics may include consumer and stakeholder engagement, women's health, child and adolescent health, behavioral health, disparities, inequities, structural racism, health system and payment reform, value-based purchasing and alternative payment models, social determinants of health, and other salient Medicaid topics. Potential candidates are encouraged to review the [IMI website](#) to learn more about the organization and the [Annual Medicaid MCO Survey](#).

DUTIES AND RESPONSIBILITIES:

Serve as the data and project manager for the Annual Medicaid MCO survey by:

- a. supporting the primary investigator and project director in their efforts to lead the execution and successful completion of the annual report;
- b. coordinating and managing project participants, project team members, consultants/contractors, project activities and deliverables, timelines, budget, and workflow to ensure that the project meets grant requirements and goals;
- c. drafting, editing, and coordinating internal and external review of final deliverables including the survey questionnaire, annual report, benchmark reports, and others as applicable;
- d. upon request prepares reports to be distributed throughout various projects, meetings, and presentations;
- e. working with the communications team to update the website, develop social media outreach efforts, and newsletter publications related to the Annual Medicaid MCO survey;
- f. create and maintain longitudinal database of survey data including tracking changes to the data collection instrument that impact analysis and supporting instrument refinement;
- g. create quality control procedure including documents for file creation and data management processes.
- h. complete data specific activities such as database development, data entry, and analysis using common quantitative SPSS software;
- i. assisting with activities for ongoing research and policy initiatives such as maintaining tracking systems and databases for project management;



- j. conduct additional statistical analyses to support projects and present findings in digestible, visually appealing ways that is appropriate to different types of audiences;
- k. identifying opportunities to analyze quantitative data utilizing existing and new databases to answer salient Medicaid research and policy questions;
- l. developing outlines, draft text, and summarize project results for reports, policy issue briefs, manuscripts, and presentations;
- m. tracking state and federal Medicaid policy to stay updated on the current environment, to inform IMI projects, and to understand implications of data analyses for the Annual Medicaid MCO survey;
- n. compiling supporting documents and draft language for grant proposals; and
- o. mentoring and coordinating the project activities of research assistants, fellows, and interns.

QUALIFICATIONS:

Minimal qualifications include a master's degree with three years of experience as a research assistant/data manager utilizing SPSS software with demonstrated project management skills.

TECHNICAL SKILLS/ EXPERTISE:

- High proficiency with complete Microsoft Office suite (e.g., Word, Excel, Outlook, and PowerPoint).
- Experience with database creation, data entry, cleaning, and analysis of large data sets.
- Ability to maintain daily workflow while balancing multiple tasks.
- Comfort with medical, policy, and research language.
- Acute attention to detail and strong work ethic.
- Flexibility and ability to consistently meet deadlines.
- Familiarity with federal and state Medicaid policy.

PERSONAL QUALITIES/ ATTRIBUTES:

- Commitment to and passion for improving access to high quality, patient-centered, evidence-based care for Medicaid enrollees to improve health equity.
- Ability to problem solve independently.
- Flexibility in managing multiple and competing demands simultaneously.
- Strong organizational skills.
- Ability to work in a fast-paced environment.
- Strong presentation, oral, and written communication skills.
- Ability to interact in a tactful and courteous manner.
- Ability to effectively work with and support staff who are working remotely.
- Ability to protect confidentiality and discretion regarding privileged and sensitive information.

The Perks of Working at IMI

- Work-life balance design (i.e., flexible work schedule and telework).
- Breastfeeding and child friendly workplace.
- Ability to live/work in extended D.C. area (i.e., Delaware, Maryland, Pennsylvania, and Virginia).
- Equitable (i.e., everyone receives regardless of title/position) 15 days paid vacation time.
- Equitable (i.e., everyone receives regardless of title/position) 5 paid sick days.
- Generous 19 paid holidays that reflect the equitable, diverse, and inclusive culture (i.e., Juneteenth, Yom Kippur, Eid, Diwali).



- Expansive health insurance options (i.e., multiple insurance company options).
- Generous 401(k) company contributions.
- Paid training and educational opportunities.
- Company-sponsored team outings and volunteer opportunities.

APPLICATION PROCESS

To apply, e-mail a cover letter, resume, and two recent writing samples that reflect your data management skills to Dr. Nadia Glenn at NGlenn@MedicaidInnovation.org with subject line " Data and Project Manager (Annual Medicaid MCO Survey)."

DEADLINE

Applications will be accepted until filled.

IMI is an equal opportunity employer. As an anti-racist and gender inclusive organization, all qualified applicants will receive consideration for employment without regard to age, race, ethnicity, sex, gender, religion, political affiliation, marital status, or disability.