



CAQH Position Description

Position: Director, Public Affairs

Department: Public Affairs

Reports To: SVP of CORE, Explorations, and Public Affairs

Date: June 2022

Position Summary:

Under the direction of the SVP, the Director of Public Affairs is responsible for managing the CAQH state and federal government relations activities. These activities include monitoring state and federal legislative and regulatory activity, assessing the impact of legislation and regulations on CAQH initiatives, engaging internal staff and member organizations on appropriate response, and establishing and maintaining relationships with state and federal governmental and industry organizations to advance CAQH interests.

Specific Responsibilities:

- Monitor state and federal legislation, regulation, and activity of interest to CAQH, including study committees, work groups, task forces, RFIs and other forums that shape formulation of relevant public policy issues.
- Identify and analyze research sources to monitor and summarize state and federal legislative and regulatory activity.
- Assess the impact of proposed and enacted state and federal legislation and regulation on CAQH initiatives and engage internal staff and member organizations on appropriate responses, tactical plans, and specific requirements.
- Develop and maintain a strong understanding of CAQH initiatives and the policy landscape in which CAQH operates.
- Build relationships with CAQH member plan government/public affairs staff to engage, communicate and coordinate on relevant issues.
- Engage with CAQH staff and member plans to develop a working understanding of near and longer-term objectives potentially affected by state and federal legislative and regulatory developments.
- Contribute to and lead CAQH internal and external committees and work groups to drive member and stakeholder alignment on public policy issues to advance CAQH mission.
- Establish and maintain relationships with relevant state and federal governmental and industry organizations, including trade associations and policy organizations.
- Identify opportunities to position and represent CAQH as a knowledgeable resource in the public policy arena to promote CAQH mission.
- Perform other duties as assigned.

Supervisory Responsibility: Direct the work of the Health Policy Manager and consultants.

Skills:

- Advanced knowledge of state and federal legislative and regulatory processes.

- Detailed knowledge of health policy issues at state and federal levels.
- Working knowledge of health plan operations.
- Ability to anticipate the policy needs of the organization and proactively address.
- Excellent presentation, public speaking, and facilitation skills, including ability to effectively communicate with internal and external stakeholders at a senior/executive leadership level.
- Excellent written communication skills, including ability summarize complex policy issues clearly and concisely.
- Must demonstrate good judgment, political acumen, and strong interpersonal skills.

Percent of Travel: Occasional (up to 25% outside of DC Metro area).

Experience: Eight years of health policy, public affairs, legislative, regulatory, or relevant industry experience. Prior health plan experience preferred. Experience working on healthcare administrative simplification, provider data, interoperability, digital health, or other health IT issues preferred.

Education: Bachelor's Degree required. Advanced degree with focus in health policy preferred.

WHO WE ARE

Named one of the "Best Places to Work" by Modern Healthcare for five consecutive years, CAQH has helped nearly 1,000 health plans, 1.6 million providers, government entities and vendors connect, exchange information and operate more efficiently. CAQH technology-enabled solutions and its Committee on Operating Rules for Information Exchange (CORE) bring the healthcare industry together to make sharing business information more automated, predictable and consistent. CAQH Explorations researches opportunities to reduce the burden of manual processes in healthcare administration.

WHAT YOU GET

CAQH recognizes that its most important asset is its growing team of smart, creative, collaborative, forward-thinking and passionate professionals – and that a comprehensive employee benefits package is an important factor for them in choosing where to work. CAQH offers competitive compensation along with an extensive benefits package for all full-time employees, including medical, dental and vision coverage, tuition assistance and a 401k. We offer full-time remote work to all staff from any location and maintain a physical office (with many amenities) in downtown Washington, DC.

CAQH is an equal opportunity employer. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, sex, national origin or ancestry, age, marital status, disability, protected veteran status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence, or any other characteristic protected by law. CAQH will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

Applicants have rights under the [Family Medical Leave Act \(FMLA\)](#), [Equal Employment Opportunity \(EEO\)](#), and the [Employee Polygraph Protection Act \(EPPA\)](#). If you are interested in applying for employment with CAQH and need an accommodation to apply for a posted position, contact CAQH Human Resources at 202-517-0436.