

Utah Health Policy Project Operations and Finance Director

Operation and Finance Director will assist Executive Director with operational financial tasks and organizational leadership. Currently remote work until further notice to return in person work. Travel required.

Utah Health Policy Project (UHPP) is a nonpartisan, nonprofit pursuing sustainable solutions for underserved Utahns. UHPP supports a relaxed, fun environment, with a motivated and passionate staff.

Responsibilities

- Assist with and implement strategies, plans policies and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics and conducting reviews, performance improvement plans and corrective action
- Assist Executive Director with fundraising
- Supervising daily operations and conduct necessary trainings on organizational policies
- Prepare budgets and financial reports with Operations Coordinator for Executive Director
- Assisting in development and implementation of plans to enhance growth and delivery of organizational mission
- Cultivating and providing opportunities for rising talent within the organization
- Assist with Information Technology
- Assist with grant writing and management
- Foster and maintain community partnerships
- Other duties as assigned

Qualifications

Education: Bachelor's degree in related field. Advanced degree preferred

Effective Communication: Communicate and write in a clear, thorough and timely manner.

Adaptability: Demonstrate a willingness to be flexible in changing environment while maintaining effectiveness and attention to detail.

Relationship Building: Positive mindset and ability to maintain strong working relationships with co-workers, consumers, and other community and government partners.

Background Knowledge: Knowledge of federal and state health care policy and programs; financial and accounting principles, computer experience with database programs

Experience: 3-5 years of leadership experience; demonstration of passion for nonprofit mission

Self-Starter/Problem Solving: Comfort level and desire to work independently to initiate and carry out job duties. Self-accountability for getting the job done.

Equal Opportunity Employer

UHPP is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Benefits

- Dental Plan
- Simple IRA
- 10 paid planned holidays, 3 paid floating holidays, and start with and additional 15 paid days vacation time
- 5 paid sick days
- UHPP also observes a reduced schedule during the winter holiday season—approximately half-time—approximately 4 additional paid days off
- UHPP employees access robust affordable options on subsidized and flexible ACA Marketplace (approximate cost on lookup tool: <https://www.kff.org/interactive/subsidy-calculator/>); potential employer health care cost offset for premiums

Salary

- \$55,000 to \$70,000 based on education and experience
- Annual performance bonus pay up to 10%

*Send resume and cover letter explaining relevant background experience and interest in working for UHPP to Matt Slonaker at matt@healthpolicyproject.org