



Assistant Director of Health Policy

Position Description

About AOPA

The American Orthotic and Prosthetic Association (AOPA) is a national trade association committed to representing the field of orthotics and prosthetics to governmental and private healthcare entities, as well as providing high quality, unprecedented business services and products to O&P professionals. Since our founding in 1917, we have worked diligently to establish ourselves as the voice for O&P care businesses. For more information on AOPA, please visit www.aopanet.org.

Position Description

AOPA's policy agenda is informed by health policy research designed to improve access to high quality orthotic and prosthetic care. It is strengthened by partnerships and collaborations with other stakeholders and specialties that are part of a comprehensive care team. This position creates the link between research and policy. The assistant director is a full-time position intended to develop and advance projects and initiatives that will assist AOPA members in being successful in their work as health professionals advancing the mobility and functional needs of their patients – persons who have limb loss, limb difference, or chronic limb and/or mobility impairment. Reporting to the Director of Health Policy and Advocacy, the Assistant Director of Health Policy (ADHP) is an integral member of the advocacy team. The ADHP will work closely with internal colleagues and will be responsible for managing the Manager of Health Policy and Research.

Responsibilities

Facilitate AOPA's health policy/research work through AOPA's Medical Advisory Board and O/P 2030 Steering Committees, and other key stakeholder groups that are part of the healthcare team caring for those with limb loss and limb difference. This includes representing AOPA on external groups such as federal agencies involved in advancing O&P care through research. This position is responsible for developing and implementing projects associated with AOPA's research agenda and funding. This position is responsible for the coordination between AOPA's Research Chair and all AOPA research initiatives.

- Coordinate and facilitate AOPA's work to address restrictive medical policies negatively impacting O&P patient access to care
- Coordinate AOPA's Prosthetics 2030, Orthotics 2030 programs and research projects including but not limited to comparative effectiveness and cost effectiveness studies
- Manage Spring and Fall Medical Advisory Board Meetings
- Develop AOPA's appropriations strategy to increase funding for O&P research
- Serve on Friends of NIH, a coalition which focuses on funding allocations and appropriations advocacy.

- Serve on Friends of VA Medical Care and Health Research (FOVA), a coalition that focuses on VA medical research appropriations advocacy
- Identify evidence gaps and develop strategic projects designed to advance the science supporting patient access to O&P care through clinical research initiatives, systematic reviews, and other evidence-based initiatives
- Oversee knowledge intake and management of key clinical developments, intervention-based technological advancements, and key research publications in relevant specialties
- Build and foster relationships with subject matter experts in the O&P space that can serve in volunteer, advisory roles for AOPA-led projects
- Oversee consensus conference developments and operations
- Facilitate the development of clinically-focused white papers
- Manage Request for Information(RFI) opportunities and submissions for all relevant topic areas.
- Advance efforts to develop a viable business plan, secure sustainable funding, and effectuate plans for the Limb Loss and Preservation Registry
- Oversee AOPA research initiatives, relevant O&P research grant opportunities, AOPA-funded project administration, RFP development and distribution, and annual research budget
- Oversee AOPA/RATE partnership in conjunction with Director of Communications
- Grow AOPA-funded project publications
- Direct the work of the Manager, Health Policy and Research

Qualified candidates should have

- 8+ years of health policy experience.
- Advanced degree in public health or public policy strongly preferred.
- Significant management experience, including leading external coalitions.
- Ability to handle a large workload while maintaining an upbeat and positive approach.
- Proven track record of strategic thinking and effective implementation.
- Excellent organizational, interpersonal and communication skills.

Additional Requirements

- Strong knowledge of Microsoft Excel, Word, PowerPoint, Teams, and Outlook required
- Experience using policy tracking software
- Knowledge of Phone2Action, GovPredict and/or similar platforms a plus
- Knowledge of Atlassian Confluence platform a plus

AOPA Benefits & Culture

AOPA offers a competitive nonprofit salary and strong benefits package, including: 100% payment of employee premiums for health insurance (medical, vision and dental), life insurance, and disability insurance. AOPA also offers health savings and flexible spending accounts; a 401(k) retirement plan with employer match; a hybrid remote/in-office work policy; and generous personal, vacation, and sick leave.

The AOPA Staff operates under a hybrid in-office/remote work policy and will continue to do so for the foreseeable future. Most employees are local and work at least one day per week in-office and up to four days remote. Currently, two employees are based out-of-state and travel into the office monthly or quarterly according to AOPA's business needs and the responsibilities of their position. We are considering both local and out-of-state candidates for the ADHP position. AOPA's staff is a highly

collaborative team that depends on open communication, individual accountability, and our diverse expertise to serve our membership and the O&P community.

AOPA is an equal opportunity employer, committed to a diverse and inclusive workplace. AOPA considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

To apply, please send the following documents as **one single PDF file** labeled FirstName LastName_ADHP no later than **August 5, 2022** to HR@aopanet.org, with “ADHP 2022” as the subject heading.

- Cover letter, with salary requirements
- Resume
- Two professional references