



HEALTH CARE POLICY MANAGER JOB DESCRIPTION

WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization advancing child health equity through policy, research and community engagement.

POSITION SUMMARY

The Health Care Policy Manager supports the Health Care Policy Team with developing and implementing advocacy strategies that engage policymakers, key stakeholders, and build coalitions around TCP's core issue areas.

The Policy Manager, Health Care is responsible for independently leading policy research and analysis, developing and tracking legislative and budget proposals, and preparing advocacy materials to advance TCP's health care priorities. The position oversees projects and deliverables from start to finish, coordinates and supports cross-team and partner efforts, and plays a key role in communicating TCP's policy positions. The Policy Manager also represents TCP in coalitions, partnerships, and advocacy settings, exercising sound judgment and strategic insight to advance organizational goals.

This role requires strong understanding of the legislative and policy-making process, exceptional analytical and writing skills, and a deep commitment to racial equity and community-centered policymaking.

OUR VALUES

Balance, Equity, Growth, Accountability and Trust

PRIMARY RESPONSIBILITIES

Legislative Engagement and Advocacy Support (25%)

- Track legislative calendars, hearings, and budget processes related to children's health coverage, access, and equity.
- Prepare advocacy materials, including talking points, briefing memos, and letters of support or opposition.
- Represent TCP in legislative briefings, coalition meetings, and stakeholder workgroups.
- Build and sustain relationships with policymakers, legislative staff, advocacy organizations, and health care system partners, and community-based organizations.

Policy Research and Analysis (30%)

- Monitor, analyze, and synthesize federal, state, and local health policy developments that affect children and families, including legislative, regulatory, and budget proposals.
- Conduct policy scans, data analysis, and literature reviews to identify emerging trends and opportunities within California's Medi-Cal and safety net systems.

- Draft policy briefs, comment letters, fact sheets, and testimony that communicate clear, actionable recommendations.
- Translate complex policy and technical materials into accessible language for advocates, community partners, and decisionmakers.

Policy Development and Community Engagement (15%)

- Apply a racial equity and anti-racist lens to all aspects of health care policy development and implementation.
- Maintain relationships with state, national and community-based organizations and coalitions to ensure policy recommendations reflect community priorities and address systemic barriers to care, in collaboration with community engagement staff.
- Partner with community-based organizations and leaders with lived experience to co-develop policy solutions that advance health equity.

Project and Knowledge Management (15%)

- Manage health care projects and ensure deliverables are completed on time and with accuracy.
- Maintain policy trackers, workplans, and shared knowledge systems for the health care team.
- Coordinate cross-team efforts within TCP to align research, advocacy, and communications strategies.
- Support the preparation of policy updates and briefing materials for internal leadership and external partners.

External Communications (15%)

- Draft memos, fact sheets, blogs, and other public-facing materials that clearly explain complex health policy issues.
- Collaborate with TCP's communications team to align advocacy messaging and develop digital and print content for campaigns and reports.
- Represent TCP in external convenings, policy forums, and media opportunities as needed.

WHO YOU ARE

- You are thoughtful, curious, and detail-oriented—able to make sense of complex health policy information and clearly explain what it means for children and families.
- You bring a solid understanding of California's health policy landscape and how programs, coverage, and systems affect children's access to care.
- You approach your work with an equity lens—considering who is most affected by policy choices and how to advance fairness and inclusion in every task.
- You operate independently with good judgment—knowing when to take initiative, when to ask for help, and when to course-correct if something isn't working.
- You write and communicate with clarity—translating technical or detailed information into concise summaries and practical materials for a range of audiences.
- You are organized and dependable—able to keep projects on track, meet deadlines, and follow through on commitments.
- You enjoy working with others and know how to build strong, respectful relationships across teams, coalitions, and partners.
- You are flexible, collaborative, and professional—comfortable managing multiple

priorities and representing the organization with care and credibility.

QUALIFICATIONS AND COMPETENCIES

- Demonstrated strong cultural humility and commitment to racial equity and anti-racism
- Bachelor's degree required; graduate degree in public policy, public health, law, or a related social science field preferred.
- A minimum of 5-7 years of experience in social/health/public policy, campaigns, and/or advocacy. Familiarity with children's health policy a plus.
- Experience with the California legislative process, and strong understanding of state and federal legislative and policy-making processes, particularly related to health care access, Medi-Cal, and health equity is required. Familiarity with child health policy is a plus.
- Demonstrated experience in policy research, analysis, and writing.
- Proven experience managing projects, meeting deadlines, and coordinating across multiple stakeholders.
- Experience engaging with community-based organizations and advocacy coalitions.
- Ability to communicate in other languages is a plus.

SALARY & BENEFITS

The salary for this position will be at the salary rate of \$70,000-\$85,000 annually, based on experience and skill set.

The Children's Partnership also offers an excellent benefits package which includes 100% employer paid premiums for health, vision, dental, life insurance, and long-term disability.

TCP offers a matching 401K, generous time off policies and dedicated professional development funding that encourages and supports growth opportunities for all full-time team members. This position may be based anywhere in California.

TCP is an Equal Opportunity Employer that values and welcomes diversity in the workplace and will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances.