

Harbage Consulting Outreach and Engagement Deputy Director Job Description

Who We Are

Established in 2005, Harbage Consulting is a mission-driven national health policy and communications consulting firm with deep policy, operational and outreach expertise in public programs. We help our clients navigate, develop and implement a wide range of health policies related to Medicaid, the Children's Health Insurance Program (CHIP), Medicare, and the Health Insurance Marketplace. Our clients span state Medicaid agencies, county/local health services departments, state and national health care foundations, consumer advocacy organizations, hospitals, health systems, trade associations, and labor unions. While the core of our firm's work has historically been in California, we have recently been involved in projects in several other states including Alaska, Colorado, Hawaii, Louisiana, Maryland, New York, West Virginia, Virginia, and Washington State.

Our firm is rooted in a commitment to improving and strengthening the health care delivery system. We pride ourselves on our relationship-driven approach to customer service, our ability to adapt to changing landscapes, and our innovative spirit. Our mission is to promote access to affordable, comprehensive, high quality health coverage and care and we pursue clients that enable our firm to stay true to that mission.

Position Description

Harbage Consulting offers a dedicated and fast-paced environment focused on helping a range of clients improve the health care safety net. The incumbent of this position will support the Harbage Outreach and Engagement Team in helping clients develop, augment, and implement state, local and federal outreach initiatives. The Deputy Director will help the Director of Outreach and Engagement manage a team of remote Outreach Specialists and will engage stakeholders of various programs through direct outreach. This position's responsibilities also include project management, supporting clients and Harbage leadership, contributing to publicly available outreach materials, supporting project websites, participating in stakeholder engagement efforts, and interacting with community members, researchers, providers and advocates. Oral and written communication skills are a critical element of this position.

Responsibilities include but are not limited to:

1. Working closely with the Director of Outreach and Engagement and the Harbage Outreach Team to accomplish company and client goals and objectives.
2. Supporting the Director of Outreach and Engagement in managing a remote team of Outreach Specialists across California.
3. Supporting the development of outreach fact sheets and other materials, project-related newsletter and web content, creating program-specific slide decks, and drafting project updates to brief clients and leadership.
4. Engaging with stakeholders, including providers, advocates and consumers through direct outreach.
5. Attending stakeholder meetings and other project-related meetings as a representative of Harbage's Outreach Team.
6. Briefing Harbage leadership, both orally and in writing, on outreach issues and stakeholder positions, concerns, and questions related to client projects.
7. Preparing PowerPoint presentations and informational graphics, fact sheets, and flyers for and on behalf of clients.
8. Supporting the creation and execution of stakeholder outreach and engagement budgets, strategies, and activities.
9. Providing project management support in the form of developing and advancing work plans, meeting agendas and other meeting materials.
10. Engaging in firm-wide activities such as staff meetings, Outreach Team meetings and annual company retreats.

Location

Harbage Consulting is headquartered in Sacramento, California. This position is located in Sacramento or Los Angeles, California and is a remote work position with required travel.

Required Qualifications

Must have:

- At least three years of management experience, managing a team of at least 5 – 10 staff.
- A commitment to improving access to health coverage and the quality of the health care system and the lives of health care consumers.
- Excellent oral and written communication skills.
- Excellent presentation skills.

- Skills related to effective outreach work, including strong work ethic, attention to detail, time management, ability to prioritize, problem solving, adaptability, willingness to learn, and a proactive work style.

Must be:

- A quick study.
- Highly reliable and trustworthy.
- Able to manage assignments of various priority and duration.
- Comfortable working independently and remotely with guidance and support.
- Compassionate and energetic.
- Politically savvy.
- Able to develop relationships with various kinds of stakeholders, including state and local government, hospitals, advocates, health plans, providers, and consumers.

Preference will be given to those who have:

- Management experience in the health care field.
- Experience:
 - Managing a team of outreach staff.
 - Managing substantial outreach projects and/or programs.
 - Working on Medicaid and/or Medicare issues in government or advocacy.
 - Working directly with providers in a clinical and/or outreach role.
 - Implementing outreach strategies.
 - Supporting organization leadership.
 - Design programs such as Illustrator and InDesign.
 - With Americans with Disabilities Act (ADA) document and website compliance.

Compensation

- Competitive salary commensurate with experience
- Comprehensive benefit package and 401(k)

To Apply

Please submit the following documents to careers@harbageconsulting.com with the subject line "Outreach and Engagement Deputy Director Position":

- Cover letter
- Resume
- Three references with phone numbers and email addresses (references will not be contacted unless the candidate is notified).