

Corporate Policy Manager

Established as a not-for-profit organization in 1975, the National Commission on Certification of Physician Assistants (NCCPA) has certified over 100,000 physician assistants (PA) in the United States. As the only certifying agency for PAs in the U.S., NCCPA (www.nccpa.net) is dedicated to serving the interest of the public by providing certification and recertification programs that provide confidence in certified PAs who provide millions of patients with access to affordable, high quality care. As the physician assistant profession continues to grow, so does our need to add to our highly qualified dedicated team at NCCPA. We are now seeking a Corporate Policy Manager to join our Finance team.

The Corporate Policy Manager defines and executes the policy life-cycle (risk analysis, policy development, approval, raising awareness, policy implementation and regular reassessment). Develops and implements policy standards, applicability and scope for NCCPA.

Essential Functions:

- Primary policy writer which includes having responsibility for significant writing, editing and policy draft management.
- Responsible for day-to-day program management of various policy and policy communications projects.
- Effectively works with key multi-functional stakeholder teams to shape and refine policies that address specific issues and ensuring they align with NCCPA strategy and goals.
- Monitors and analyzes various internal and external trends and activities that may impact organizational policies.
- Provides thoughtful strategic advice and guidance on policy development.
- Proactively conducts gap analyses for corporate stakeholders to identify business risk and policy need.
- Provides education to appropriate audiences on new and existing policies.
- Manages the implementation of new and modified policies.
- Tracks policy updates consistent with the policy lifecycle and governance framework.
- Interacts with all levels of management and employee populations such as senior leaders, committees, operational stakeholders and subject matter experts on policy development, interpretation and related issues.
- Maintain intranet policy portal (SharePoint) and ensure tools and processes are identified, defined, and implemented with access to policy stakeholders

Key Competencies

Presentation skills
Planning and organizational skills
Ability to set priorities
Initiative, working independently with minimal supervision
Experience in managing multiple deadlines
Exercises good judgement
A positive, professional, and solution-oriented attitude

Required Education and Experience

- Bachelor's degree required; legal or paralegal training a strong plus.
- Minimum 5 years of experience with policy governance or equivalent work experience.
- Basic knowledge in business, laws and regulations governing healthcare professionals.

- Excellent oral and written communication skills.
- Critical thinking required; must be able to grasp complex policy issues and communicate them to both expert and non-technical audiences in the appropriate context.
- Proficient in research with regulatory and legal content and translation to operational need.
- Proven coalition builder with the ability to quickly earn the respect of multiple constituencies, both internally and externally.
- Strong writing skills, including policy and business writing, are required.
- Able to conduct qualitative and quantitative analysis.
- Excellent planning and organizational skills.
- Proficient in the Microsoft Office suite.
- Basic knowledge in business, laws and regulations governing healthcare professionals.
- Critical thinking required; must be able to grasp complex policy issues and communicate them to both expert and non-technical audiences in the appropriate context.
- Proficient in research with regulatory and legal content and translation to operational need.
- Strong writing skills, including policy writing, are required.
- Requires a Bachelor's degree; legal or paralegal training a strong plus.

Benefits Package

NCCPA offers a competitive compensation and benefit package for those who join our team. Benefits include group medical, dental and vision coverage, health reimbursement arrangement, life insurance and short and long-term disability coverage. In addition to time off for holidays, our employees enjoy a generous paid time off program for vacation, personal and sick time. Other benefits include a robust 401(k) plan, as well as flexible spending, and tuition and health club reimbursement programs.

NCCPA is an Equal Opportunity Employer

hr@nccpa.net