Manager, Communications

About the Peterson Center on Healthcare

The Peterson Center on Healthcare is a non-profit organization dedicated to making higher quality, more affordable healthcare a reality for all Americans. The organization is working to transform U.S. healthcare into a high-performance system by finding innovative solutions that improve quality and lower costs, and accelerating their adoption on a national scale. Established by the Peter G. Peterson Foundation, the Center collaborates with stakeholders across the healthcare system and engages in grant-making, partnerships, and research.

About the Peterson Foundation

The Peter G. Peterson Foundation is working to secure a healthy, growing economy by addressing America’s long-term fiscal challenges. The Foundation partners with leading policy experts, elected officials and the public to build support for solutions to put America on a sustainable fiscal path. As a non-partisan organization, the Foundation engages in grant-making, partnerships, and research to educate and involve Americans from a variety of perspectives.

Position Description

The Manager, Communications will provide strategic communications guidance and execution across the Center’s key program areas, including state capacity building to increase healthcare affordability, national efforts to improve health data transparency, and a new digital health technology initiative. In this role, you will also play a vital role in shaping the Center’s external presence and work closely with senior leaders to engage key stakeholders—including policymakers, academics, industry thought leaders and the media, and elevate the Center’s profile.

The Manager will report to the Associate Director, Communications and Public Affairs for the Center.

The Center operates as an independent organization alongside the Foundation, and works to influence markets, practitioners, and governments to bring more value to the US health system. While the Center and the Foundation have different audiences, impact for one means impact for all, which is why this position uniquely sits at the intersection of the two organizations. The Manager, Communications will report to the Associate Director, Communications for the Center and will have strong support from the Executive Director of the Center and Vice President, Communications and Public Affairs. Additionally, the Manager will work closely with the broader communications team at the Foundation.

If you are a strategic thinker with a track record of developing and implementing successful communication strategies and a drive to make a difference, we invite you to join our team and contribute to the Center's mission of making higher quality, more affordable healthcare a reality for all Americans.

Primary responsibilities include:

- Support the development, implementation, and measurement of strategic communications plans designed to advance the work of the Center and its grantees and the Peterson Health Technology Initiative.
- Support in the creation and implementation of communications strategies to advance the work of the Peterson Health Technology Institute.
- Provide strategic communications guidance to program leads, colleagues, grantees, and partners at the Center to reach and influence target audiences in support of programmatic goals.
- Support executive thought leadership for the Center principals and senior staff, including preparing talking points, presentations, and other materials for meetings, conferences, media, and other public opportunities.
- Create engaging content across various platforms, including press releases, website copy, social media posts, newsletters, PowerPoint presentations, and collateral. Collaborate with internal teams and external partners to gather information, stories, and data for content development and manage approvals.
- Manage annual conference and event calendar and support activities throughout the year.
- Review and assess grantees' communication strategies and tactics in major grant proposals.
- Develop and execute digital marketing strategies to expand the Center's online presence and reach.
- Manage project plans and timelines.
- Manage vendor contracts and invoicing, working with Legal and Finance teams.
Requirements:

- At least six (6) years of professional work experience in Communications. Experience in healthcare communications preferred.
- Bachelor’s degree in communications, public policy, journalism, or a related field required.
- Ability to work with a broad array of communication styles, formats, and distribution channels.
- Excellent written and verbal communication skills, with the ability to adapt messaging for different audiences and platforms.
- Ability to write concisely, clearly, and accurately.
- Strong interpersonal skills with the ability to collaborate and build relationships with diverse stakeholders across a variety of levels and roles. Must be collegial and engender trust among colleagues.
- Creative thinker who is resourceful in solving problems, sees the big picture, and has the ability to connect activities to a core objective.
- Ability to work under tight deadlines, with excellent organizational and project management skills.
- Working knowledge of digital marketing platforms, content management systems, and social media management tools.
- Enthusiasm for and strong commitment to the Center’s mission.
- In order to build productive relationships across the organization and to ensure effective collaboration, this role requires in-person presence in accordance with the organization’s hybrid schedule of working in the office three days per week (Monday/Tuesday/Thursday).

Salary and Benefits

We anticipate that the starting base salary range for this position will be $95,000 to $100,000, plus eligibility for an annual discretionary bonus. In addition, we offer a generous benefits package designed to support employee health and well-being, including comprehensive health insurance, a substantial 401k match, paid time off, a hybrid work schedule, and other flexible work policies.

To Apply

We are a dynamic, growing organization that embraces critical thinking, problem-solving, and innovative ideas. If you have relevant experience and qualifications, please send your resume to careers@petersonhealthcare.org

The Peterson Center on Healthcare is proud to be an equal opportunity employer and encourages candidates of all backgrounds to apply to our organization. We offer a welcoming community that respects each individual and fosters a diverse set of experiences, perspectives, skills, and ideas. We are committed to building a workplace in which every team member can thrive personally and professionally and contribute to our mission.