Policy Analyst - Health & Wellness
Position Description

The Policy Analyst - Health & Wellness will support Heartland Forward's health policy portfolio, including the Heartland Health Caucus and the Maternal & Child Health Center for Policy & Practice, through research, writing, stakeholder engagement and program support. Health & Wellness is one of Heartland Forward's core impact areas, focused on practical solutions that improve health outcomes, strengthen families and communities, and support a healthy, productive workforce.

Working closely with the Senior Director of Policy and Strategy and the Director of the Maternal & Child Health Center for Policy & Practice, this is an intentionally hybrid role: approximately 70 percent policy, research and programmatic work and 30 percent team coordination and administrative support. The ideal candidate is an early-career policy professional equally comfortable drafting a briefing memo and keeping meetings, travel and convenings running smoothly.

Responsibilities

Policy Research and Writing

- Research and analyze state health policy issues affecting heartland states, including maternal and child health, health care access, health workforce, behavioral and mental health and rural health.
- Identify promising state policies and programs and opportunities for replication or adaptation.
- Develop state profiles, policy scans, legislative trackers and other research tools, drawing on government, academic and other credible sources.
- Draft policy briefs, memos, one-pagers, presentations, grant reports and talking points, and prepare briefing materials for meetings with state officials, funders and partners.

Program and Stakeholder Support

- Support multi-state initiatives, policy academies, roundtables, webinars and other convenings.
- Assist with outreach to state officials, subject matter experts, national organizations and philanthropic partners, and maintain stakeholder and engagement trackers.
- Capture meeting notes and action items and ensure timely follow-up.
- Track activities, timelines, deliverables and reporting for grant-funded projects.

Team Coordination and Administrative Support

- Coordinate internal and external meetings, including scheduling, invitations, agendas, materials and follow-up communications.
- Support calendar management for senior Health & Wellness team members.
- Coordinate travel arrangements and itineraries, and process travel documentation, invoices and expenses consistent with Heartland Forward procedures.
- Maintain organized project files, contact lists and planning documents, anticipating logistical needs before they become issues.

Required qualifications

- Bachelor's degree in public policy, public health, political science, economics, public administration or a related field.
- 2+ years of relevant experience in public policy, government, health care, nonprofit, research, advocacy or a related environment.
- Strong research, writing, editing and verbal communication skills.
- Strong organizational skills and exceptional attention to detail.
- Willingness to perform both substantive policy work and administrative responsibilities, including scheduling, travel coordination and meeting logistics.
- Proficiency with Microsoft Office or comparable tools and ability to travel periodically.

Preferred qualifications

- Experience with state government, a governor's office, legislature, state agency or nonprofit policy organization.
- Experience tracking state legislation or conducting multi-state policy research.
- Experience coordinating executive-level meetings, travel or events.

Characteristics that support success

- Unquestionable ethics and integrity.
- Self-starter who anticipates needs and follows through on details.
- Ability to meet deadlines and juggle multiple tasks and logistical responsibilities simultaneously.
- Sound judgment and discretion with sensitive or confidential information.
- Professional demeanor and comfort working with senior leaders and external stakeholders.
- Team-player, solution-oriented and able to analyze and think critically.

Location

This position is based in-office in Bentonville, Arkansas, and requires travel for state engagements, meetings, and convenings.

Salary and Benefits

Salary range: $75,000 – $85,000 annually, depending on qualifications and experience.

Benefits Information: We offer a comprehensive and generous benefits package which includes medical, dental, and vision insurance, a 401 (k) retirement plan and paid time off.

About Heartland Forward

Heartland Forward is a non-profit, policy think-and-do tank that turns ideas into action for states and local communities. Our mission is to accelerate economic growth, change the narrative about the middle of the country and generate $500 million of economic impact to the heartland by 2030. We do this through applied research, community-driven programs, policy and convenings— focusing on regional competitiveness, talent pipeline and health and wellness.

Heartland Forward is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace. We encourage women, minorities, individuals with disabilities, and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status of protected veteran, or status as a qualified individual with a disability.