The Richard J. Umbdenstock – Institute for Diversity in Health Management Executive Fellowship

The Richard J. Umbdenstock–Institute for Diversity in Health Management (RJU-IFD) Executive Fellowship is designed to be an intensive hands-on learning, study and professional development opportunity for a graduate of a master’s program related to health care administration, public health or a related field, that takes place in the American Hospital Association’s (AHA) Executive Office, located in Washington, D.C. It is an exciting opportunity for an individual who is passionate about health care, the future of our nation’s health care delivery system, and aspires to a leadership role in transforming health care. The Fellow will conduct research, provide analytical support to the Executive Office, take part in executive level activities, attend governance meetings, including meetings of the AHA Board of Trustees, and play an active role in other strategic initiative.

The Fellow will participate in a capstone project to organize and capture learnings and recommendations for health care transformation in the future. Activities will include review of the AHA strategic plan, interviews with senior leaders, and a literature review, among other activities, leading to the analysis and identification of emerging policy, strategic or operational issues or concerns for hospital and health systems over the next three to five years.

Desired Fellow Attributes:
- Intense work ethic
- Mission-oriented
- Flexible and able to manage change effectively
- Self-starter
- Broad knowledge base in diverse topics
- Strong project management skills
- Strong writing, communication and analytical skills
- Passion for improving the health care system, with a focus on hospitals and health systems

The RJU-IFD Executive Fellowship is the ideal opportunity for the individual who enjoys hospitals and health systems, but wants experience improving the health care system, exposure to multiple disciplines and forces shaping America’s health care system, and the opportunity to interact with leaders nationally.

Application Requirements:
- Brief cover letter describing your interest (1-page maximum)
- Graduate academic records
- Resume
- Three professional letters of recommendation (at least one from a faculty member and at least one from an employer)
- Personal statement of your fellowship and career objectives (2 pages maximum). Include responses to the following questions:
  - What will you bring to AHA in furthering the mission?
  - What are your career goals and how will the RJU-IFD Executive Fellowship help you?
  - How do you define diversity, inclusion and health equity?
  - How can AHA member hospitals and health systems accelerate progress to eliminate disparities in care and health?
Qualifications:
Master's degree in health care administration, business administration, public health, health services administration, or related degree from an accredited program. Previous work experience is preferred.

Term:
1 year, starting July

Organization Description:
The AHA is the national organization that represents and serves diverse constituencies including hospitals, health care systems and networks, patients and communities. The AHA leads, represents and serves nearly 5,000 member hospitals, health systems and other health care organizations and 43,000 individual members. Through its representation and advocacy activities, AHA ensures that members’ perspectives and needs are heard and addressed in national health policy development, legislative and regulatory debates and judicial matters. Its advocacy efforts include Congress and the Administration, including regulatory agencies, as well as non-governmental regulatory organizations.

Founded in 1898, the AHA provides education for health care leaders, information on health care issues and trends, member services and performance improvement activities. The AHA’s non-profit and for profit subsidiaries and related organizations include the AHA Political Action Committee (AHAPAC); Health Forum; the American Organization of Nurse Executives; the Center for Healthcare Governance; the Health Research and Educational Trust (HRET); the Institute for Diversity in Health Management; and seven personal membership groups representing specific hospital professions.

AHA Vision: The AHA vision is of a society of healthy communities, where all individuals reach their highest potential for health.

AHA Mission: To advance the health of individuals and communities. The AHA leads, represents and serves hospitals, health systems and other related organizations that are accountable to the community and committed to health improvement.

For more information about AHA, please visit www.aha.org.

Preceptors:
Darlene Vanderbush, Vice President, Executive Operations

Ms. Vanderbush serves as vice president of executive operations for the president and CEO. She works with AHA executive management and leadership to develop and implement the strategies, goals, policies, programs and financial activities of the association. Prior to this, she served for nine years as the director and then vice president of operations for advocacy and public policy. On a daily basis, she oversaw the daily operations of the Washington D.C. office, including managing the budget and working with all department managers and executives – policy, federal relations, communications and others.

She has been with the AHA for more than 15 years. Ms. Vanderbush has a strong background in AHA communications, having worked as director of advocacy and member communications for several years, before taking on association organizational and operational responsibilities. She has more than 25 years of experience in public affairs and communications. Before a five-year stint with the American Medical Association and its political education and communications activities, she spent several years working with corporate and association political action committees, as well as serving on Capitol Hill. She received her bachelor’s degree in journalism from the University of Florida.

In addition to Ms. Vanderbush, the Fellow will also work closely with the President and CEO, AHA Executive Management and the AHA Board of Trustees.
Richard J. Pollack, President and CEO

Mr. Pollack began his career in Washington, D.C., in 1976, as a legislative assistant to Rep. David Obey of Wisconsin. He left Capitol Hill, and entered the health care field, to work for the American Nurses Association as their legislative representative in the early 1980s. Mr. Pollack joined the American Hospital Association in 1982, where he has been a member of the AHA’s advocacy team for more than 30 years. He initially served as associate director for legislation, and then vice president for federal relations and deputy director of the AHA Washington Office.

In 1991, Mr. Pollack was named the association’s executive vice president, and began his successful efforts to create a sophisticated political and grassroots infrastructure, enabling the hospital advocacy agenda to be effectively communicated before the Congress and federal agencies. The AHA has been cited by numerous national publications as one of the most influential and effective advocacy organizations in Washington. Under his leadership, the AHA launched AHAPAC, now one of the largest health care political action committees in the U.S., supporting congressional candidates who support hospitals and patients. Through his vision, the AHA also helped found in 2000 the Coalition to Protect America’s Health Care, a group of providers, businesses and other stakeholders dedicated to ensuring the financial viability of our nation’s hospitals from the threats of federal cuts in reimbursement for hospital payments.

Mr. Pollack also has been a leader in efforts to expand health coverage in the U.S., taking part in many broad-based national coalitions that ultimately led to coverage expansion under the Affordable Care Act. He spurred the association early on to tackle the issues of quality and patient safety. He holds a bachelor’s degree in political science and communications from the State University of New York’s College at Cortland, and a master’s degree in public administration from the American University in Washington, D.C.

Salary: $85,000 – 95,000 for 12 months, plus benefits


Please send application materials to:

Juanita Myrick
Director, Employee Relations
American Hospital Association
800 10th Street, NW
Suite 400
Washington, DC 20001
Jmyrick@aha.org

Selection announcement: Early Spring 2017

Start date: July 2017
POSITION PURPOSE
The Richard J. Umbdenstock-Institute for Diversity in Health Management (RJU-IFD) Executive Fellowship is a 12-month full-time fellowship. It is designed to be an intensive hands-on learning, study and professional development opportunity for a graduate of a master’s program related to health care administration, public health or a related field, that takes place in the American Hospital Association (AHA) Executive Office, located in Washington, D.C. It is an exciting opportunity for an individual who is passionate about health care, the future of our nation’s health care delivery system, and aspires to a leadership role in transforming health care.

ESSENTIAL FUNCTIONS
Describe the key responsibilities of this position. List and describe each essential function on its own line using the numbered list option on the Home tab in Microsoft Word.

1. Participates in a capstone project to organize and capture learnings and recommendations for health care transformation in the future.

2. The Fellow will conduct research, provide analytical support to the Executive Office, take part in executive-level activities, attend several governance meetings, including meetings of the AHA Board of Trustees, and play an active role in AHA strategic initiatives.

3. Researches and tracks the needs and attitudes of targeted internal or external audiences. Gathers and drafts statistics for speeches, blogs, lectures, interviews, op-eds, talking points, correspondence, internal reports, and other projects for senior executives.

4. Provides communications support to senior executives as requested.

5. Develops collaborative working relationships to promote consistent messaging among audiences and ensure linkage to AHA’s mission and culture.

6. Attends regional policy board meetings and AHA conferences and meetings as requested.

PERFORMANCE METRICS
Describe how success in performing the functions will be measured. Reference work unit goals or areas where this positions aligns to the AHA Management Dashboard or where this role may have alignment with AHA’s strategic performance commitments.

1. Creates compelling and graphically pleasing PowerPoint presentations.

2. Successfully manage multiple priorities with accuracy and timeliness, effectively cutting through ambiguity to create clear, crisp messages and deliver projects within deadlines.
3. Effectively work with team members across association staff on key initiatives and to enhance written materials and products.

QUALIFICATIONS

Educational and Experience Requirements
Years of experience may be substituted for education.

Required Education: Master’s Degree
Desired fields of study: Masters in Health Care Administration preferred. Journalism, English, Communications, Political Science.

Required Experience: 3-5 years
Desired area/fields(s) in which experience was obtained:
Experience and interest in health care management preferred.

Knowledge Requirements
Describe the general or specific field of knowledge required.

1. Prior experience working with senior executives a plus.
2. Advanced communication development, proofreading, editing, and project time management.
3. Proficient in research.
4. Attention to detail and accuracy essential.
5. Ability to grasp complex issues that can potentially face the Association and curiosity about the workings of health care and health policy is crucial.
6. Proficiency and advanced skills in PowerPoint is required.

Technical Requirements
Describe the technical, hardware, and software knowledge required.

1. Microsoft Office Suite with expertise in MS WORD, PowerPoint essential.
2. Project management software expertise.

Skills Required
Check all that apply and provide additional information as needed.

☐ Foreign language: Enter ☒ Writing skills
☒ Presentation Skills ☒ Verbal communication skills
☒ Interpersonal Skills ☐ Negotiation skills
☒ Planning Skills ☐ Delegating skills
☒ Project Management Skills ☒ Organizational skills
☒ Service Orientation Skills ☐ Management Skills
☒ Software Skills ☐ Other: Team building skills

Abilities Required
Describe the abilities necessary to perform the critical functions of this position.

1. Intense work ethic
3. Flexible and able to manage change effectively.
5. Broad knowledge base in diverse topics
6. Strong project management skills.
7. Strong writing, communication and analytical skills
8. Passion for improving the healthcare system, with a focus on hospital and health systems.

COMPETENCIES
Prioritize at least seven competencies associated with this position by ranking them from 1 (most important) to 7. Choose 8 for any competency that does not rank in the top seven.

3 Collaborates and builds relationships
2 Communicates and influences broadly
7 Demonstrates adaptability and self-awareness
6 Embraces diversity
1 Executes and delivers results
# Develops talent
# Demonstrates thought leadership
4 Focuses on customers and members
5 Leverages knowledge and expertise
8 Maximizes personal and team performance
# Provides supportive leadership
# Raises quality

WORKING CONDITIONS
General: Travel
Required Travel: 10% - 30% travel