



Title: Policy Manager

Reports to: Director, Policy & Governance

FLSA Status: Exempt, Full Time

Supervisory Responsibility: N/A

Location: Remote (U.S.)

Starting Salary: \$97,000 – \$116,000 depending on experience

POSITION SUMMARY

The Policy Manager plays a key role in advancing The Sequoia Project's mission by developing, refining, and maintaining policy documents that support organizational initiatives and strategic objectives. This role supports the end-to-end policy development process, including policy research, drafting, iterative revision, analysis of reviewer feedback, and production of high-quality final documents. Additionally, this position ensures effective execution of organizational strategy and priorities related to policy, in collaboration with the Director of Policy and Governance.

Working with subject matter experts and organizational leadership, the Policy Manager evaluates proposed revisions, researches policy issues, analyzes reviewer feedback, and develops recommendations that improve the quality, clarity, and consistency of trust framework policies. This position requires exceptional analytical thinking, superior writing and editing skills, sound judgment, and the ability to manage multiple complex policy initiatives simultaneously.

What is The Sequoia Project?

The Sequoia Project is a non-profit with a public service mission to lead in an interoperable health information sharing ecosystem to improve the health and welfare of people in the US. The Trust Framework Team supports public and private-sector led trust framework programs by providing leadership and support for policy, governance, technical, operational, and stakeholder engagement efforts

ESSENTIAL FUNCTIONS

Policy Development

- Research industry trends, regulations, standards, and organizational priorities to support policy development and updates.
- Draft new policies, guidance documents, white papers, implementation guidance, and supporting materials.
- Analyze existing policies to identify opportunities for clarification, improvement, modernization, and consistency.



- Research policy issues and develop recommendations that improve policy clarity, consistency, and effectiveness.
- Ensure policy documents are logically organized, internally consistent, and aligned with organizational objectives.

Policy Review & Iteration

- Lead multiple iterative review cycles for policy documents from initial draft through final publication.
- Collect, organize, track, and analyze reviewer comments to identify common themes, conflicting recommendations, and areas requiring clarification.
- Review proposed revisions and recommend changes that improve clarity, consistency, and alignment with policy objectives.
- Incorporate approved revisions into successive policy drafts while maintaining document integrity and consistency.
- Prepare comment disposition logs and documentation describing how feedback was addressed.
- Maintain comprehensive documentation of revisions, comment resolution, and policy evolution throughout the drafting process.
- Manage document version control and ensure publication-ready quality.

Research & Documentation

- Conduct policy and industry research to support policy development and document revisions.
- Monitor changes in industry practices, regulations, and organizational priorities that may require policy updates.
- Prepare policy briefs, executive summaries, issue analyses, FAQs, and supporting documentation.
- Ensure all policy documents are accurate, well-written, and supported by appropriate references.

Policy Management

- Support multiple policy initiatives simultaneously while maintaining project schedules and document milestones.
- Maintain organized repositories of policy documents, supporting research, revision history, and published materials.
- Coordinate document reviews and ensure timely completion of revision cycles.
- Support publication and ongoing maintenance of organizational policy documents.

Strategic Initiatives



- Support special projects and strategic initiatives, including research, planning, and implementation support, as requested.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent analytical, research, and critical thinking skills, including the ability to synthesize complex information into clear insights, recommendations, and actionable materials.
- Excellent communication skills, including the ability to communicate complex policy topics to diverse audiences.
- Exceptional writing, editing, and proofreading skills.
- Strong organizational and project management skills with the ability to manage multiple priorities simultaneously.
- Strong knowledge of healthcare interoperability, health IT, HIE, trust frameworks, and/or related policy environments, preferred.
- Strong understanding of federal and state legislative, regulatory, and policy development processes impacting interoperability and health information exchange, preferred.
- Ability to work independently with sound judgment while contributing effectively within a collaborative and mission-driven organization.
- Proficiency in Microsoft 365 Suite, including Word, Excel, PowerPoint, Teams, and SharePoint; Advanced proficiency with Microsoft Word, including document formatting, styles, tracked changes, and document comparison.

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's degree in public policy, public health, political science, healthcare administration, health informatics, law, English communications, or a related field required; Master's degree preferred
- 5-7 years of progressively responsible experience developing, analyzing, or managing policy, technical, regulatory, or operational documentation.
- Experience managing complex document review cycles involving multiple revisions.
- Experience in healthcare, health information technology, interoperability, standards development, or a related field, preferred.
- Experience developing policy guidance, implementation guidance, technical documentation, or issue briefs, preferred.
- Experience working with complex technical or regulatory subject matter, preferred.

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to work on a computer for extended periods of time to include typing and working on a computer monitor
- Ability to stand or sit for extended periods of time
- Extended working hours and travel may be necessary



- Occasional lifting of 15 to 20 lbs.

WORK AUTHORIZATION

Applicants must be currently authorized to work in the United States on a full-time basis. The Sequoia Project does not provide visa sponsorship or facilitate employment-based immigration processes (e.g., H-1B, OPT, CPT, or other work visas). Candidates must have valid work authorization that does not require employer sponsorship, either now or in the future.

EQUAL EMPLOYMENT OPPORTUNITY

“All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances.”