Title: Senior Advisor, Interoperability Policy

Reports to: Vice President of Strategy & Engagement

FLSA Status: Exempt, Full Time

Supervisory Responsibility: N/A

Location: Remote (U.S.)

Starting Salary Range (depending on experience): $125,700 – 154,000

POSITION SUMMARY

The Senior Advisor, Interoperability Policy plays a key role in advancing The Sequoia Project's mission by serving as the principal subject-matter expert on health IT and interoperability policy. This role provides guidance to senior leadership on strategy, risk, and emerging issues and represents trust framework policy positions to external stakeholders. The role owns the development, analysis, refinement, and maintenance of policies and guidance supporting trust framework and nationwide interoperability and health information exchange initiatives and independently leads complex policy initiatives from research and drafting through stakeholder review, revision, and final publication. Working in collaboration the VP of Strategy & Engagement, the Director of Legal Policy, Governance, and Compliance, and across, technical, operations, and stakeholder engagement functions, this role translates complex issues and organizational priorities into clear, consistent, and implementable policy. The position works closely with organizational leadership, contractors, subject matter experts, and external stakeholders to analyze policy issues, synthesize diverse perspectives, and develop well-supported recommendations.

This position requires deep policy and analytical expertise, exceptional writing and editing skills, strong knowledge of the health IT interoperability environment, sound judgment, and the ability to influence and lead 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.

ESSENTIAL FUNCTIONS

- Lead the development, analysis, revision, and maintenance of policies and guidance supporting The Sequoia Project's trust framework and nationwide interoperability initiatives.
- Research and analyze health IT policy, regulatory developments, interoperability requirements, industry standards, and emerging issues to inform policy development and recommendations.
- Collaborate across legal, governance, technical, operations, and stakeholder engagement functions to develop clear, practical, and implementable policies.

- Design and lead iterative policy review processes, synthesizing input from subject matter experts, contractors, internal teams, leadership, and external stakeholders.
- Analyze substantive and conflicting feedback, research underlying issues, and develop recommendations for resolution.
- Ensure policy documents and related guidance are accurate, internally consistent, publication-ready, and maintained through effective version control and documentation.
- Lead multiple policy initiatives, including priorities, timelines, dependencies, review cycles, and deliverables.
- Coordinate and provide direction to contractors and subject matter experts supporting policy research, analysis, drafting, and review.
- Prepare and communicate policy analyses, recommendations, briefs, executive summaries, guidance, and other materials for leadership and stakeholder audiences.
- Lead the continuous improvement of policy development, review, and document-management practices.
- Represent interoperability policy positions in internal and external engagements, including workgroups, forums, conferences, webinars, and discussions with regulators, industry bodies, and partner organizations.

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.
- Strong understanding of federal and state legislative, regulatory, and policy development processes impacting interoperability and health information exchange.

- Ability to represent the organization externally with regulators, industry bodies, or multi-stakeholder collaboratives.
- Ability to work independently with sound judgment while contributing effectively within a collaborative and mission-driven organization.

- Proficiency in Microsoft 365 Suite, including advanced Word document management (styles, tracked changes, 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
- 8-10 years of progressively responsible experience developing, analyzing, or managing policy, technical, regulatory, or operational documentation.
- Experience leading complex policy development and review processes involving research, drafting, stakeholder feedback, iterative revision, and final publication. Experience developing policy guidance, implementation guidance, technical documentation, or issue briefs.
- Significant experience in healthcare, health information technology, interoperability, standards development, or a related field.
- Experience working with complex technical or regulatory subject matter.

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."

the sequoia project