



March 2025

Position: Director, Health Policy
Reports to: CEO
Status: Exempt
Location: Sacramento
Salary and Benefits: Competitive, including 10% annual retirement contribution

The California Academy of Family Physicians (CAFP) seeks a dynamic, self-directed and experienced professional to help develop and oversee our policy and regulatory activities.

About Us

California Academy of Family Physicians (CAFP) is a nonprofit membership association with more than 10,000 family physician members across the state.

Our mission is to empower, educate, and connect current and future family physicians to improve the health of all Californians. To achieve this mission, we advocate on behalf of family physicians, support them in practice with educational products and services, and foster community by connecting family physicians with one another.

CAFP staff bring a wide range of knowledge, skills, and life experiences to the organization. CAFP staff are a resourceful and dynamic group of individuals who focus on different aspects of CAFP's organizational work but remain very team oriented. CAFP staff are committed to upholding the organization's core principles and values and promoting an equitable and inclusive team environment.

Position Requirements

- Advanced degree in business, public health, law, public policy, or related OR at least 3 years of relevant experience.
- Strong writing skills, including drafting issue briefs or similar.
- Independent policy research and writing.
- Knowledge of general health care delivery systems.
- Some travel required. Our members are practicing physicians, as such, some evenings and weekends are expected for member-facing meetings and conferences.

Preferred Experience and Knowledge:

- Knowledge of regulations/policies affecting the practice of medicine.
- An understanding of health system financing.
- Knowledge of Medicare and Medicaid structure and policy
- Experience with physician payment systems
- Experience with legislative and/or regulatory advocacy.

Responsibilities

In collaboration with the appropriate internal committees, physician members and CEO, the Director of Policy is responsible for the development and oversight of policy positions impacting family physicians and the communities they care for. The Director is also responsible for research, analysis and recommendations related to health care workforce, regulatory affairs and legislation.

Internal Policy Development: Provides staff support to several internal physician committees, including those related to graduate medical education, medical practice affairs, health information technology, and public health and equity. These responsibilities include developing agendas, providing background material and facilitating discussion and decision-making.

Legislative and Regulatory Affairs Support: Working with the CEO and CAFP's advocacy team, provides guidance on CAFP's policy positions. Responsible for aiding in the analysis and development of legislation and regulations and reconciling with CAFP policies.

External Engagement: Responsible for representing the CAFP on several advisory groups related to priority regulatory and policy issues, including physician practice issues, health system reform and healthcare workforce.

Organizational Responsibilities: In collaboration with CAFP staff leadership the Director of Policy is responsible for a number of organizational activities, including:

- Preparing organizational budgets, objectives and action plans;
- Providing written communication (i.e. written Board reports, physician newsletters, blogs, or articles, etc.);
- Collaborating to fulfill strategic plan objectives.

We value a diverse workforce and are committed to creating a culture of inclusivity. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

To apply, please send a resume and cover letter to jobs@familydocs.org.