



Job Description: Senior Program Analyst, The Leapfrog Group Washington, DC

Summary

[The Leapfrog Group](#) is a highly visible, national nonprofit organization representing private sector purchasers of health care who advocate improvements in the quality, safety and value of health care. We are currently seeking candidates for the position of Senior Program Analyst, reporting to the Vice President of Health Care Ratings. The Health Care Ratings Team is responsible for administering Leapfrog's current ratings programs as well as developing new ratings. Current programs include the annual [Leapfrog Hospital Survey](#) and [Leapfrog Hospital Safety Grade](#).

The Senior Program Analyst will play a key role within the Health Care Ratings Team to ensure that Leapfrog's ratings represent the highest standards for data integrity and accuracy and help translate those data into meaningful and actionable analyses. The successful candidate will have experience acquiring, integrating, and managing large sets of health care related data from multiple sources, developing dictionaries and scoring algorithms, as well as programming skills to assist with Leapfrog's current administrative and survey tools. The successful candidate will also apply their knowledge and skills to support the creation of new ratings products, reports, and tools. He or she must also be a team player with excitement about Leapfrog's mission and drive to change health care.

Key Responsibilities and Objectives for Performance

- 1. Provide support and expertise to hospitals and ambulatory surgical centers participating in the Leapfrog Hospital Survey, Leapfrog Hospital Safety Grade, and/or new ambulatory surgery survey**
 - Provide clear and accurate responses to participants requiring technical and content-related assistance via Leapfrog's electronic help desk
 - Develop and deliver presentations to participants via webinar and in-person meetings
- 2. Assist with calculating and analyzing data from the Leapfrog's ratings programs to ensure results are accurate and used effectively**
 - Develop, program, and test complex scoring algorithms using SAS
 - Perform analysis for presentations, reports, and other communications to highlight the program results
- 3. Ad hoc data analysis related to new and existing programs**
- 4. Assist with the research, planning, and updates to the Leapfrog Hospital Survey and new ambulatory surgery survey to ensure that Leapfrog's ratings programs maintain the highest standards for data collection**
 - Develop, maintain, and archive program documents including hard copies of the survey materials, fact sheets, and support materials used in our programs
 - Maintain and update survey website
 - Maintain relationships with measure developers and relevant measurement organizations
 - Draft questions and materials for new measures



- Assist in developing and distributing proposed changes to the annual survey to a variety of stakeholders including hospitals and policy makers

5. Help to manage Leapfrog’s online applications including the Leapfrog Hospital Survey and the new ambulatory surgery survey

- Work directly with Leapfrog’s website vendors and consultants to develop, update, and maintain all online applications which currently include CiviCRM, Drupal, and LimeSurvey
- Work directly with Leapfrog’s website vendors and consultants to gather estimates for new projects and ensure that projects are fully specified
- Track progress of new projects and ensure that deadlines are met on budget
- Evaluate future applications and their ability to improve quality, efficiency and functions

Required Qualifications

- A passion for Leapfrog’s mission to improve the safety and quality of health care in the United States
- Experience with data-driven projects, specifically analysis and presentation of health care data
- 3-5 years of experience and proven accomplishments in handling detailed-oriented assignments in health care, quality improvement, hospital administration, coding, and/or data collection and analysis
- 3-5 years of experience with SAS and Microsoft Excel relevant to the position description
- An ability to thrive in a small-team environment and work side-by-side with other analysts and consultants
- An ability to initiate and lead projects and manage multiple assignments
- An ability to provide professional and expert service to constituents
- A bachelor’s degree in a related field

Preferred Qualifications

- Experience with Drupal, LimeSurvey, and CiviCRM or another CRM platform
- Experience offering electronic help desk support to constituents
- A master’s degree in a related field

Terms of Employment

This will be a full-time position based in the Washington, DC, office. A competitive salary will be offered, reflective of the chosen candidate’s experience and training. The Leapfrog Group offers its employees a comprehensive and highly competitive benefits package, including: health, dental/vision, disability, and life insurance; a 401(k) with significant employer contributions; transit subsidy; and paid vacation and parental leave.

Application Instructions

Send a cover letter plus resume *by email only* to HR@leapfroggroup.org with the subject line Senior Program Analyst.