



Strategy and Operations Analyst

Position Title: Strategy and Operations Analyst
Position Type: Full Time
Location: Remote
Reports To: Director of Strategy and Operations

About Clever Care Health Plan

Clever Care Health Plan is a newly founded Medicare Advantage health plan serving Medicare beneficiaries in Southern California. Our employees are passionate in providing best services to our members and healthcare providers. Our three office locations are in Arcadia (Los Angeles County), Huntington Beach (Orange County) and New York City.

Job Summary

This Analyst / Senior Analyst will have a measurable impact on Clever Care's success while also having a front-row seat to learn and observe how a growth healthcare services company is built and scaled.

In the first three months, the Analyst / Senior Analyst will develop a strong understanding of the business objectives, how teams work, and the key internal and external stakeholders needed to accomplish goals. He or she will prepare quarterly Board materials and investor updates, as well as summary Board materials and takeaways designed for broader company-wide visibility. This person will also support the CEO and Chief of Staff for external engagements including business development meetings, conference presentations, investor dialogues, and recruitment of key hires and board members.

The Analyst / Senior Analyst will also be a thought partner for the CEO, Chief of Staff and the rest of the leadership team. He / she will wear many hats as this person will attack projects and requests, helping the C-suite make and execute key decisions. The day-to-day responsibilities are dynamic and will vary greatly based on the candidate & the business needs at the time.

Functions & Job Responsibilities

Investor Relations

- Supports Chief of Staff with Investor Relations presentations and overall company reports (e.g., board presentations, investor relations dashboards and updates, others)
- Assist with fundraising tasks, including creation and maintenance of the investor tracker, researching potential investors, and crafting presentation materials, ad hoc analyses and spearheading diligence process

Market Research / Competitive Intelligence

- Perform regular and ad hoc market research, tracking industry news related to public and private companies--both central to Clever Care's strategy as well as adjacent markets
- Structure, research, and publish insight documents for both Clever Care leadership and employees



Strategic Planning

- Assist in running and developing cross-functional quarterly and annual planning meetings (initiatives, prioritization, budget & headcount planning, etc.) across the leadership team
- Manage planning and preparation of meetings, agenda, and content for CEO (staff meetings, forecast calls, quarterly growth reviews, corporate deliverables, etc.)
- Identify, design and lead special projects (e.g. evaluating new business opportunities, products and markets) that do not neatly fit into existing organizational structure, including driving cross-functional alignment and execution.
- Own external partnerships: Take the lead for critical partnerships that don't yet fit into any existing team
- Coordinate cross-functional resources in preparation of business plans, including financial models, forecasts, and budgets
- Support ad-hoc projects as necessary

Education & Experience

- Bachelor's Degree
- 1+ year experience in investment banking, investor relations, consulting, equity research and / or corporate strategy preferred
- Preferred: Prior experience in healthcare or understanding of the U.S. healthcare system (Medicare would be a big plus)

Knowledge/Skills/Abilities

- Crisp written and verbal communication with the ability to take complex, ambiguous concepts and distill them into an understandable narrative
- Capable of developing and delivering compelling presentations, and running efficient and productive meetings internally and externally, regardless of format or audience
- Strong financial modeling and valuation skills
- Strong project management skills; the ability to drive multiple complex projects forward towards impactful execution
- Optimistic attitude; as most of your projects are unexpected and tough new challenges and opportunities, you must bring optimism and excitement to people you're working with
- Able to "go deep" on an analytical challenge when necessary, but also understand when to apply the 80/20 rule to find a satisfactory solution

Physical & Working Environment

Typical Physical Demands.

Position requires a great amount of sitting and standing. Some lifting, stooping, bending, or reaching is required. May require lifting up to 15-30 pounds. Requires manual dexterity sufficient to operate a computer, calculator and telephone. Requires normal range of hearing and vision. Requires the ability to type and file.



Typical Working Conditions.

Work is performed in an office environment and/or remotely. The job involves frequent contact with staff and public. Work may be stressful at times. May occasionally work some irregular hours.

Qualifications:

What's in it for you?

1. A competitive compensation and benefits program.
2. Generous paid-time-off (PTO).
3. Ten paid holidays per year.
4. Excellent 401k saving plan, employer provides up to 4% match and employer contribution match is 100% immediately vested.
5. A work-life balance and much more!

Please email your resume directly to hr@ccmapd.com

Clever Care Health Plan is proud to be an Equal Employment Opportunity and Affirmative Action workplace. Individuals seeking employment will receive consideration for employment without regard to race, color, national origin, religion, age, sex (including pregnancy, childbirth or related medical conditions), sexual orientation, gender perception or identity, age, marital status, disability, protected veteran status or any other status protected by law. A background check is required.