



THE HEALTH CARE IMPROVEMENT FOUNDATION
Building Partnerships For Better Health Care

JOB DESCRIPTION

Job Title: **Project Manager**

Reports to: Senior Director, Population Health

Supervises: None

Effective date: May 2017

Job Summary: Under general direction of HCIF Senior Director, provides project management support to advance Health Care Improvement Foundation (HCIF) programs as a member of the community and population health team. At present, this includes support of two community health improvement collaboratives (with respective goals to address food insecurity and behavioral health) and health literacy initiatives focused on building health literacy coalitions at both regional (southeastern Pennsylvania) and state levels. The role entails strong capacity for teamwork, a high degree of attention to detail and accountability to project deadlines and deliverables, skill in event planning, excellent oral and written communication skills, and facility with data collection and analysis.

Main Duties:

- In coordination with HCIF staff, manages day-to-day project responsibilities, monitors grant and contract requirements and timelines, tracks progress against goals, completes action items and deliverables as assigned, and conducts follow-up with project partners to ensure projects meet objectives.
- Assists HCIF staff in planning and executing meetings, conferences, webinars, and other events. Takes a leading role in identifying potential faculty and speakers, developing agendas, and compiling presentation material. Coordinates logistics in preparation for and during events, troubleshoots issues as they arise, co-facilitates sessions if needed, and conducts event follow up.
- Creates and reviews meeting notes, forms, agreements, and other external-facing written communications. Establishes and maintains relationships with diverse partners through regular communication and correspondence with project participants, external clients, expert faculty, subcontractors, and vendors.
- Coordinates evaluation and data collection processes for individual projects. Designs and administers surveys and other data collection instruments. Maintains project databases and monitors integrity of qualitative and quantitative data. Interfaces with

participants as needed to address data entry questions and assure timely data submission.

- Analyzes project data at periodic intervals and at the close of each project. Prepares charts, graphs, and other visuals to summarize findings. Develops written reports and manuscripts to disseminate project results.
- Develops and delivers formal internal and external presentations as requested. Tailors presentations based on level and knowledge base of audience, including interpretation of complex data for non-clinical audiences.

Other Duties: As assigned

Qualifications:

- Academic preparation in public or community health, healthcare management, health communication, or similar discipline. Masters degree preferred.
- Two to four years work experience in a healthcare or community health setting, involving project management and data analysis. Experience with population health, collaborative healthcare initiatives, community health needs assessment, or health communication preferred. Working knowledge of health care, particularly health care delivery systems and quality improvement methodologies desirable. Event planning experience a plus.
- Effective time management skills to juggle multiple projects simultaneously. Must be able to balance competing demands, meet all project deadlines and complete assignments promptly and responsively.
- Excellent analytical and oral and written communication skills, strong attention to detail.
- Ability to function both independently and as a member of a team.
- Skill in building and maintaining positive relationships with partner individuals and organizations.
- Proficiency with Microsoft office tools, including Excel, Word, PowerPoint; and Adobe programs. Competence with software applications for statistics, databases, survey design, and graphic presentations a plus.

ADA Job Requirements:

- Physical Demands: sitting, standing, walking, lifting (up to 10 lb), stooping, bending, squatting, crouching, pulling, pushing, twisting head and neck, reaching.
- Communication Skills: writing, speaking, hearing, reading, interpersonal relationships, receiving instructions, giving instructions, ability to interact with co-workers and public on the phone.
- Intellectual Skills: short and long term memory, abstract reasoning, decision making, directing others, mathematical calculations.
- Work Situations: Occasional early morning and evening hours, minimal out of town travel, local travel, working alone, working as part of a group, working with the public, high speed performance, frequent deadlines, leadership skills, performing a variety of

duties, performing some repetitive duties, operating office equipment (copier, fax, computer).

- Environmental Conditions: office environment.

Hours: Exempt full-time (37.5 hours/wk) position. Normal office hours 8:30 am – 5:00 pm

Salary range: Salary negotiable.

Send letter of interest, writing sample, and resume to Kate Flynn, President, at kflynn@hcifonline.org.

About the Health Care Improvement Foundation:

The Health Care Improvement Foundation (HCIF) (www.hcifonline.org) is an independent nonprofit organization that drives high-value health care through stakeholder collaboration and targeted quality improvement initiatives. We are dedicated to the vision of a responsive, coordinated health care delivery system that fulfills the needs of patients and consumers, and achieves better health. HCIF's approach engages multi-stakeholder resources to implement solutions that no market participant could achieve individually. Since its inception, HCIF has been recognized as an outstanding example of how advances in quality care can be achieved through large-scale collaboration.

Based in Center City Philadelphia, HCIF was founded in 1980 as an affiliate of the Delaware Valley Healthcare Council of the Hospital & Healthsystem Association of Pennsylvania (HAP), but has operated since 2003 as an independent 501(c)3 organization. The Board of Directors is composed of Pennsylvania leaders representing health systems, health payers, the business community, and the public health sector; plus two consumer representatives. HCIF maintains a staff of ten (10) professionals. The organizational budget is \$2.3 million, with 38% contributed from hospitals and health systems, 30% from government grants, 27% supported from corporate sources and payers, and the balance from foundations and individual donors.