



THE HEALTH CARE IMPROVEMENT FOUNDATION

*Building Partnerships For Better Health Care*

**JOB DESCRIPTION**

Role: **Project Manager**

Reports to: Vice President, Clinical Improvement

Supervises: None

Effective date: May 2022

Job Summary: Under general direction of HCIF Vice President of Clinical Improvement, provides project management support to advance programs within Health Care Improvement Foundation (HCIF)'s clinical improvement portfolio. The role entails strong capacity for teamwork, a high degree of attention to detail and accountability to project deadlines and deliverables, skill in meeting and event planning, excellent oral and written communication skills, and experience with data collection and analysis. Projects may include topics such as cancer prevention/management and opioid stewardship, and incorporate organizational priorities related to health equity and patient/family/community engagement.

Main Duties:

- In coordination with HCIF staff, manages day-to-day project responsibilities, monitors grant and contract requirements and timelines, supports tracking of project budgets and expenditures, tracks progress against goals, completes action items and deliverables as assigned, and conducts follow-up with project partners to ensure projects meet objectives.
- Assists in planning and executing meetings, conferences, webinars, and other events. With HCIF staff, identifies potential faculty and speakers, develops agendas, and compiles presentation materials. 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.
- Serves as the intermediary between HCIF and clinical registry vendors. Orients new abstractors to the registry and interfaces with participants as needed to address data entry questions and assure timely data submission. Runs reports from the registry for presentation and publication purposes.

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- Coordinates evaluation and data collection processes for individual projects. Drafts surveys and other data collection instruments. Maintains project databases and monitors integrity of qualitative and quantitative data.
- Summarizes project data at periodic intervals and tracks key findings. Prepares charts, graphs, maps, and other visuals to summarize findings. Drafts 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.
- Promotes program activities and results on HCIF's website, in HCIF's newsletters, in email communications, and through social media.
- Assists in interviewing and onboarding of HCIF interns, manages day-to-day oversight of intern activities, and provides additional support to interns as needed.

#### Qualifications:

- Master's degree (or Master's candidate) in health-related field.
- Three to five years of relevant work experience in a hospital or other healthcare setting involving project management and data analysis. Experience with collaborative healthcare initiatives and familiar with data registries/large databases. 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 project management tools and Microsoft office tools.
- Competence with webinar platforms, infographic platforms and the use of social media.

#### Physical Requirements:

Occasional walking and lifting (10 lbs.).

#### Work Environment:

Hybrid of in-person and virtual (current) with potential plans for return to in-person (post pandemic); occasional local, state or other travel

#### Hours:

Exempt full-time position. Normal office hours with occasional early morning and evening meetings.

#### Salary range:

Starting at \$54,000

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### About the Health Care Improvement Foundation:

The Health Care Improvement Foundation (HCIF) has been operating in Philadelphia as an independent organization since 2003 and was founded with a vision to support a responsive, coordinated health care delivery system that fulfills the needs of patients and consumers, and achieves better health. Through large-scale collaboration HCIF works with health systems, community based organizations, payors and a variety of other stakeholders to find solutions to complex healthcare challenges, which any one stakeholder could not achieve alone. Since its inception, HCIF has worked with numerous organizations to improve quality of care, health equity, patient safety, and population health issues such as, COVID-19, perinatal care, readmissions, cancer, workplace violence, food insecurity, trauma informed care, and health literacy. HCIF's work covers Philadelphia, Pennsylvania, and the Mid-Atlantic region.

The Board of Directors is composed of leaders representing health systems, health payers, the business community, and the public health sector. HCIF maintains a staff of eleven (11) professionals and is supported by contributions from hospitals and health systems, government grants, contracts, partnerships with corporate sources and payers, and donations from foundations and individual donors.