



THE HEALTH CARE IMPROVEMENT FOUNDATION  
*Building Partnerships For Better Health Care*

**JOB DESCRIPTION**

Role: **Senior Project Manager**

Reports to: Senior Director, Community Impact

Supervises: None

Effective date: September 2022

Job Summary: Under general direction of HCIF Senior Director, provides advanced project management support in the design, delivery, and evaluation of programs within Health Care Improvement Foundation (HCIF)'s community and population health portfolio. The role entails strong capacity for teamwork, the ability to carry out advanced project management tasks independently, a high degree of attention to detail and accountability to project deadlines and deliverables, skill in meeting facilitation and event planning, excellent oral and written communication skills, and facility with data collection and analysis. At present, this position supports two initiatives:

- Novo Nordisk's Cities Changing Diabetes, a private/public partnership that works to improve the lives of people living with or at high risk for developing diabetes in cities throughout the world. The Senior Project Manager will play a critical role in overseeing Philadelphia's Faith & Diabetes Initiative, a unique, interfaith learning collaborative focused on enhancing the capacity of communities of faith to address chronic disease through collaboration, health literacy, and peer education.
- Health literacy initiatives focused on building health literacy coalitions at both regional (southeastern Pennsylvania) and state levels.

Main Duties:

- Manages project responsibilities by providing input in project development, establishing and ensuring adherence to project timelines, and monitoring grant and contract requirements. Is accountable for the completion of action items to ensure that deliverables are met on time and according to program requirements.
- Demonstrates autonomy in setting internal team meeting agendas, facilitating team meeting discussions, tracking and recording follow-up using project management tools and resources, and ensuring the completion of action items.
- Records project expenses and assists with program and grant budgets.
- Provides input into programmatic goals and monitors progress.

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- Takes a leading role in planning and executing meetings, conferences, webinars, and other events. Identifies potential faculty and speakers, communicates and coordinates faculty and speaker engagement, develops agendas, compiles presentation materials, and facilitates sessions. Works with project staff in planning program logistics and delegates action items related to the preparation of meetings and events, troubleshooting issues as they arise, and conducting event follow up.
- Creates and reviews meeting notes, forms, and other external-facing written communications. Takes initiative in maintaining relationships with diverse partners through regular communication and correspondence with project participants, external clients, expert faculty, subcontractors, and vendors.
- Manages 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, maps, 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.
- Assists in business development, leveraging existing relationships and seeking potential new partners. Identifies new funding sources and assists in writing grants, contracts, and agreements as needed.
- Promotes program activities and results on HCIF's website, in HCIF's newsletters, in email communications, and through social media.
- Interviews, onboards, and supervises HCIF interns.
- Supports broader organizational efforts through participation in organizational service opportunities (e.g., Anti-Racism Collaborative Planning Committee, Cultural Diversity Workgroup, Marketing & Communications Committee).

### Qualifications:

- HCIF views expertise as arising from diverse identities, backgrounds, and other professional and lived experiences. Candidates will be evaluated holistically based on a combination of formal education, professional background, and personal experience. Preferred experiences include:

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- Master's degree in public or community health, health care management, health communication, public affairs, non-profit management, or similar discipline.
- A minimum of three to five years of relevant work experience in a health care or community health setting, involving project management and data analysis.
- Experience with population health, collaborative health care initiatives, chronic disease management, faith-based community health initiatives and/or health communication preferred.
- Effective time management skills to juggle multiple projects simultaneously. Must be able to balance competing demands, meet all project deadlines and complete assignments responsively and without prompting.
- Excellent analytical and oral and written communication skills, strong attention to detail.
- Interest in working closely with a small team on a daily basis, while also balancing a large network of partners across non-profit, health care, and philanthropic sectors.
- 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 (Zoom), infographic platforms and the use of social media.

Physical Requirements: Occasional walking and lifting (10 lbs.).

Work Environment: Hybrid of in-person at Philadelphia office and virtual; occasional local, state or other travel

Hours: Exempt, full-time (8:30-5:00) with periodic early morning, evening, and weekend hours for off-hours events and meetings (flexible comp. time will be provided)

Salary range: Minimum \$70,000

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### About the Health Care Improvement Foundation:

The Health Care Improvement Foundation (HCIF) was officially established in 1980. Philadelphia-based HCIF ([www.hcifonline.org](http://www.hcifonline.org)) is a nonprofit organization that drives superior health care through collaboration and shared learning between stakeholders. Our vision is healthier communities through collaboration and shared learning. 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. Our most recent strategic priority is to improve health equity and we have an organizational commitment to anti-racism.

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

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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.