

## **National Initiative for Children's Healthcare Quality**

### **Position Title: Project Manager II**

#### **Organization:**

Founded in 1999, the National Initiative for Children's Healthcare Quality (NICHQ) is an action-oriented, dynamic non-profit organization dedicated to achieving a world in which all children receive the high quality healthcare they need. NICHQ partners with healthcare systems, foundations, government, payors, and family and community organizations to: build high performing, sustainable systems of care, spread healthcare innovation and best practices, and advocate for higher quality care. A national organization with its home in Boston, Massachusetts, NICHQ works with staff and faculty across the country.

#### **Overview:**

NICHQ is seeking an experienced Project Manager II (PM II) to run several quality improvement projects. He/she will have the ability to think strategically, work independently and manage self and team toward goals while being both effective and collaborative. He/she must have strong initiative and negotiation skills, and the ability to optimize resources to achieve positive results. The PM II will be focused on NICHQ's work in improving care systems for children with special healthcare needs.

#### **Job Objective/Role:**

The Project Manager II ensures that projects achieve their stated goals and meets deliverables within the proposed timeline and budget as outlined in the project grant or contract. The PM II creates, manages, and executes the project timeline and work plan, keeps the team moving forward, and anticipates potential barriers to the success of the project. He/she manages relationships with faculty and, at times, funders. He/she works closely with the Senior Project Manager (SPM) and/or Project Executive (PE) in overseeing Project Coordinators (PC) or other staff ensuring project success and team cohesiveness.

#### **Major Responsibilities:**

Project and team management

- Manages projects with minimal supervision
- Capable of making independent decisions
- Drives and manages day to day project tasks and deliverables
- Develops goals, agendas and materials to facilitate internal team meetings and external stakeholder calls to get results and meet timelines
- Actively influences, manages, and drives teams/individuals/projects towards success , including delegating tasks and tracking progress
- Exhibits advanced project management, communication, writing, collaboration, and relationship management skills
- Shows initiative, and has the ability to manage multiple projects with the support of the SPM
- Effectively runs meetings, uses advanced project management tools to ensure action steps are identified and completed
- Ensures roles and responsibilities on project are clearly delineated

- Depending on project, manages Improvement Advisors (Quality Improvement Experts), Faculty, PM, and PC activities

#### Communication

- Identifies and brings complex project insights, issues, strategies, and potential solutions to SPM
- Elevates any concerns on scope creep, timelines, or deliverables to SPM

#### Project Financial Management

- Managing external faculty and consultants: developing contracts, managing and evaluating faculty
- Identify and brainstorm around red flags in budget, ensuring Management Team is aware of issues via monthly reports
- Communicating with project team regarding status of the budget

#### **Requirements**

- 3-5 years (minimum) Project Management experience
- Non-profit, public health and/or healthcare management experience, child health preferred
- Experience leading complex projects/initiatives successfully
- Exceptional organizational skills (including setting priorities and schedules), creativity, critical thinking, team building, and problem-solving skills
- Sound judgment and results-orientation with demonstrated ability to identify issues and propose methodological solutions, synthesize analyses and develop recommendations based on findings
- Exceptional written and verbal communication and interpersonal skills

#### **Preferred Qualifications:**

- 2-4 years experience developing and implementing clinical quality improvement programs
- Research background
- Masters Degree in Public Health or other health related topic
- Knowledge of government operations and policy

**Salary** is commensurate with qualifications and experience.

#### **Benefits:**

Excellent benefit package, including health, short and long term disability, and other benefits.