

National Initiative for Children's Healthcare Quality

Position Title: Senior Project Manager

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 office in Boston, Massachusetts, NICHQ works with staff and faculty across the country.

Overview:

NICHQ is seeking an experienced Senior Project Manager to lead several quality improvement projects. He/she will have the ability to think strategically, and to work both independently and collaboratively to effectively manage self and team toward project goals. He/she must have strong interpersonal and negotiation skills, and the ability to optimize resources to achieve positive results.

Job Objective/Role:

The Senior Project Manager 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 Senior Project Manager 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/manages relationships with faculty and, at times, funders. He/she works independently or with the Project Director (PD) 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 large complex projects with minimal supervision
- Capable of making independent decisions
- Drives and manages day to day project tasks, deliverables, and budget
- 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, proposal development, collaboration, and relationship management skills
- Shows initiative, and has ability to simultaneously manage multiple projects depending on size and scope. 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

Critical Thinking and Communication

- Illustrates and utilizes strategic insight to better a project (bottom line/outcomes/management/etc)
- Identifies and brings complex project insights, issues, strategies, and solutions to PD/PE
- Ability to codify information into usable formats
- Exhibits strong understanding of NICHQ project goals, aims, methods, products, and tools
- Elevates any concerns on scope creep, timelines, or deliverables to PD/PE
- Manages communication plan for PE to key stakeholders not directly involved in the project

Project Financial Management

- Managing external faculty and consultants: developing contracts, managing and evaluating faculty
- Approving and tracking all faculty billing and project invoices
- Approving project-related costs on subcontracts according to budget
- Reconciling budget monthly based on reports from Finance
- Identifying “red flags” in budget, keeping management informed of budget issues and brainstorming solutions
- Communicating with project team regarding status of the budget

Requirements

- 5-7 years (minimum) Project Management experience
- Non-profit, public health and/or healthcare management experience, child health preferred
- Experience leading Improvement Initiatives
- Exceptional organizational skills (including setting priorities and schedules and structuring and executing analyses), creativity, critical thinking, 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
- Passion for healthcare and NICHQ’s mission

Preferred Qualifications:

- 3-5 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.