

## Career Opportunity: Project Manager

### Organization Overview

The National Institute for Children's Health Quality (NICHQ) is a mission-driven nonprofit dedicated to driving dramatic and sustainable improvements in the complex issues facing children's health. We provide deep expertise in building and managing effective change strategies that align partners and engage participants to achieve better outcomes for children's health.

### Position Overview

NICHQ is currently recruiting an energetic, organized Project Manager with at least 2-4 years of project management experience; responsible for the day-to-day interaction and management of specific activities within a project or multiple projects.

### Summary

**Salary:** Commensurate with salary and experience

**Career Level:** Experienced

**Status:** Full-Time, Employee

**Education:** Bachelor's degree required, Master's degree in Public Health or related field strongly preferred

### Position Responsibilities

- Builds and manages project plans
- Drives and manages day to day project tasks, and specific deliverables
- Ensures project is on track to meet deadlines and within scope
- Elevates any concerns regarding scope, timelines, or deliverables to project leadership
- Demonstrates ability to influence, manage, and drive teams/individuals/project towards success
- Demonstrates understanding of quality improvement and the Breakthrough Series model and approach and can manage components of it with guidance
- May provide day to day management of external customers, vendors and/or internal support departments that are contributing to the project
- May provide day to day supervision of Project Specialist

### Position Knowledge, Skills and Abilities

- Strong oral and written communications skills. Ability to communicate sensitive information with a variety of stakeholders in a tactful manner
- Skilled multi-tasker who can prioritize, work autonomously, establish timelines and meet deadlines
- Exhibits high level of organization, time management skills and management of numerous details for multiple projects
- Advanced problem-solving skills, ability to think quickly and implement plans/structure for accomplishing work
- Ability to learn, navigate and update information management systems
- Works well in team environment and is able to generate solutions to issues as they arise
- Highly flexible and adjustable

- Ability to work under pressure in a fast-paced environment
- Strong interest in ongoing professional development and growth

### Position Qualifications

- 2-4 years' experience in managing projects
- Bachelor's degree required, Master's degree in Public Health or related field strongly preferred
- Proficiency with office systems, computers, and MS Office Suite: Outlook, Word, Excel, PowerPoint
- Experience in or knowledge of public health, health care or related systems and/or quality improvement strongly preferred

### Salary and Benefits

Salary will be commensurate with qualifications and experience. Excellent benefits package, including medical, dental, disability and life insurance, flexible spending accounts, paid earned time off and holidays, and commuter benefits.

### To Apply

To apply for this employment opportunity, please complete and submit an online application at [NICHQ.org](https://www.nichq.org). If you have any trouble accessing the application form, please email [careers@nichq.org](mailto:careers@nichq.org).

*NICHQ is committed to creating a diverse environment and is proud to be an equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, gender, sexual orientation, age, marital status or disability.*