

Career Opportunity: Project Director, Implicit Bias Learning Collaborative (Albany, NY-based)

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

To combat the issue of racial disparities in maternal mortality and reduce implicit bias in health care institutions across New York State, NICHQ, working in partnership with the New York State Perinatal Quality Collaborative (NYSPQC), an initiative led by the New York State Department of Health (NYSDOH), will develop and implement a train-the-trainer Implicit Bias Learning Collaborative for all New York birthing hospitals.

NICHQ is seeking a Project Director to be located in Albany, NY with experience in directing projects and perinatal health to provide the day-to-day oversight and management for the two-year funded contract with the New York State Department of Health. The Project Director will ensure ongoing support and oversight for the project team, managing deliverables including day-to-day operations, project workplan management, hospital recruitment, engagement and technical assistance, guidance and support.

Summary

Salary: Commensurate with experience

Career Level: Experienced

Status: Full-Time, Employee in a two year, grant funded position

Location: Based at the New York State Department of Health in Albany, NY. Occasional overnight travel required.

Education/Experience:

- Bachelor's degree, plus four years general relevant experience which includes two years' experience as a program manager and/or supervisor of professional staff; or
- Master's degree in public health, health related field, epidemiology, social sciences, or a related field, and one-year experience in that field, as well as two years' experience as a program manager and/or supervisor of professional staff.

Reports to: Executive Project Director, Implicit Bias Learning Collaborative

Responsibilities

The Project Director will support the work of the NYSPQC through its Implicit Bias Learning Collaborative. To support the initiative, the Project Director will:

- Provide expertise in planning and implementing a Train-the-Trainer model
- Ensure adherence to the mission, vision and aims of the project; provide leadership and oversight of overall project/program to ensure success

- Manage project team and program deliverables including daily operations, project workplan, contracts, invoices, budgets, project spending and technical requirements
- Develop and manage project work plan, including day-to-day project tasks and tracking deliverables ensuring project is on track to meet deadlines and within scope
- Prepare agendas for and facilitates meetings with project stakeholders and key partners
- Supervise and mentor Project Analyst
- Oversees coordination and execution of in-person and virtual events, including: logistics, preparation of materials, set-up, AV, and day-of coordination and necessary follow-up
- Provide quality improvement coaching and technical assistance to improvement teams
- Develop key project documents, including reports (e.g., external and internal project status reports) and presentations as appropriate
- Provide technical direction and support for project implementation, design and redesign
- Accountable for driving results and achieving project aims
- Oversee and ensure alignment and engagement of Improvement Advisor, consultants and faculty
- Resolve any issues and solve problems throughout project life cycle
- Cultivate and oversee strategic and project-specific relationships with project teams, consultants, and faculty as appropriate
- May contribute content expertise

Required Qualifications

- Bachelor's degree, plus four years general relevant experience which includes two years' experience as a program manager and/or supervisor of professional staff; or a master's degree in public health, health related field, epidemiology, social sciences, or a related field, and one-year experience in that field, as well as two years' experience as a program manager and/or supervisor of professional staff.
- Strong background and experience in quality improvement methodologies and translating science and research into public health and clinical practice.
- Ability to plan, direct and coordinate activities.
- Ability to communicate effectively in writing and verbally.
- Exhibits independent judgment in the development, implementation and evaluation of plans, procedures and policies. Experience in program management, including managing team members, planning meetings, establishing timelines, implementing plans/structure for accomplishing work.
- Experience in project administration, including managing contracts and budgets.
- Ability to coach improvement teams on aims, measurement strategies, testing changes and utilizing data for quality improvement.
- Strong written and oral communication 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 competing priorities.
- Proficiency with office systems, computers, and MS Office Suite.

Preferred qualifications

- Experience in providing professional training and with curriculum development
- Experience in implicit bias/health equity



- Experience working with health care providers, government agencies, community groups and other organizations as necessary
- Experience in perinatal health

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.

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.