

Career Opportunity: Senior 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

The Senior Project Manager is responsible for the day-to-day oversight and management of all activities within a mid-size project and/or major components of large projects that are more complex in size and scope.

Position Responsibilities:

- In partnership with Project Director, manage project team and deliverables including daily operations, project workplan, contracts, invoice, project spending and technical requirements
- Ensures roles and responsibilities on project are clearly delineated
- Supervises and/or mentors Project Specialists and/or Project Managers
- Manages project-specific contracting with consultants, faculty and organizational subcontractors as appropriate
- Manages budget and staffing allocations for assigned projects
- Oversees development and submission of all regular reporting requirements
- Ensures connection to other NICHQ projects and programs
- Assists in the development and implementation of dissemination and spread strategy, as appropriate
- Support Project Director to ensure internal accountability, integration and project success in meeting overall project aim
- Provide support to relationship between NICHQ and funder
- Assist Director in faculty management and relationships
- Brings solutions to issues (meeting deadlines, client engagement, team issues) to project leadership, and implements
- Contributes to cross project sharing, learning and consistent integration of organizational support functions
- Demonstrates strong understanding Breakthrough Series model and approach and can manage the process with limited guidance
- Demonstrates strong understanding of the Model for Improvement

Position Knowledge, Skills and Abilities:

- Works independently, capable of making independent decisions
- Possesses advanced insight and skills in client management, proposal development, and budgeting
- Ability to manage highly complex, dynamic projects and relationships
- Strong communications skills, both oral and written. 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
- Strong delegator and can help others manage and prioritize their work
- Ability to think strategically, including process-level thinking, ability to optimize systems and resources, ability to think creatively and quickly implement plans/structure for accomplishing work, ability to think ahead to next steps
- 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 moving, and at times, intense environment
- Strong interest in ongoing professional development and growth

Position Qualifications:

- 5-7 years' experience in managing projects
- Master's degree in Public Health or related field required
- Proficiency with office systems, computers, and MS Office Suite: Outlook, Word, Excel, PowerPoint
- Experience in or knowledge of health care or related systems required
- Experience in quality improvement strongly preferred

Benefits

NICHQ offers a generous benefits package for employees including competitive compensation and earned time off, medical and dental insurance, disability and life insurance, flexible spending accounts, and commuter benefits.

NICHQ is an Equal Opportunity Employer. We provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, gender, political affiliations, marital status, non-disqualifying physical or mental disability, or sexual orientation.