

Job Title: Project Manager, Strategic Initiatives

About this job:

Reporting to the Vice President, Strategic Initiatives, the Project Manager supports assigned projects, and manages the strategy, project plan, budget, and deliverables for successful project completion. The ideal candidate is a highly competent, flexible, well-organized, tech-savvy, team player who has excellent project management skills and enjoys leading initiatives. They must be comfortable interacting with individuals at all levels in the health care industry and government, enjoy conducting research and be able to successfully support the fast-paced work of senior-level colleagues. They must be able to take initiative to lead projects. Specific projects may include research and analytics projects that contribute to IHA's Thought Leadership work, developing a provider clinical data infrastructure, or obtaining new clients for IHA's voluntary all payer claims database.

Core Job Duties and Responsibilities

- ❖ Lead, Manage, and Contribute to Projects
 - Develop and manage project workplans, including scope of work, roles and responsibilities of team members, timeline, and resources required for the project
 - Lead project teams, ensuring effective communication among team members
 - Manage project resources within budget, including staff time and external consultants/contractors
 - Manage funder/client relationships
 - Ensure on-time submission of all deliverables including narrative and financial reports.
 - Support production, web posting, and distribution of project documents and other materials and communications
 - Balance needs of multiple projects, re-prioritizing frequently
 - Conduct background research for potential projects
 - Support proposal efforts, including managing timelines, coordinating among writers, creating tables and graphics, and handling submission
 - Perform other related duties as assigned by manager

- ❖ Analyze, Synthesize, and Disseminate Information
 - Identify project objectives and key questions, and develop conceptual and operational approach to addressing them
 - Gather information through literature searches, online resources, surveys of key informants, and/or other sources
 - Synthesize complex information in writing (e.g. issue brief, fact sheet) and visually (e.g. slide deck) for distribution to various audiences
 - Lead process of internal review and quality assurance, external review, and revision to ensure accuracy and accessibility
 - Lead or contribute to dissemination effort for products, including leading webinars, conducting outreach to target audiences, and presenting results at conferences

- ❖ Convene and Facilitate Stakeholder Meetings

- Lead workgroup meetings and/or individual meetings with ad hoc advisory groups convened for the purpose of guiding specific projects; manage meeting scheduling and logistics, develop agendas, prepare presentations and materials, and facilitate discussions to reach decisions.
- Implement decisions and follow-up activities.
- Research issues as needed to support workgroup deliberations on any assigned topic, gathering information from a variety of sources (e.g. publications, online resources, interviews with key informants). Develop discussion documents and recommendations, and vet internally.
- Communicate effectively with project advisors/participants and other stakeholders; build and maintain positive relationships

Job Knowledge, Skills and Work Experience

- BA/BS required and Masters level education preferred in health-related field (e.g., health care administration, public health, health policy)
- 3-6 years' experience working in health care; knowledge of California health care delivery system
- Knowledge of healthcare data, data aggregation, measurement, analytics, and reporting desired
- Demonstrated project management skills; experience leading complex projects involving a variety of stakeholders
- Experience facilitating meetings and leading discussions preferred
- Keen attention to detail, while not losing sight of the big picture
- Clear sense of priorities and objectives; ability to anticipate needs, recommend options, and implement solutions; flexible to changing needs and objectives
- Self-starter, with ability to act on own initiative and make decisions
- Excellent interpersonal, collaborative and communication skills; able to interact successfully with people of all levels inside and outside IHA
- Tech-savvy and proficient with all G-Suite and Microsoft Office applications
- Desire to be helpful in any way needed to support the team, program, and organization

Benefits:

- Competitive salary
- Great work environment in convenient location (City Center 12th St BART Station in Oakland)
- Subsidized gym membership
- 401K contribution
- 20 paid days off a year + 10 holidays
- Medical/dental/vision coverage
- Commuter benefits

Permanent US work authorization is a prerequisite to employment for this position.

Please submit cover letter and resume in confidence to jobs@iha.org and include Project Manager in the subject line.

About IHA

The Integrated Healthcare Association is a non-profit multi-stakeholder leadership group that promotes health care quality improvement, accountability, and affordability for the benefit of all Californians. IHA members represent the most diverse and influential cross section of healthcare organizations across California. With trusted data and collaborative programs, we serve as a catalyst by forging common ground and initiating, coordinating, and managing projects that address delivery system challenges. (see [Our Work](#)). IHA was founded in 1994, has about 40 employees, and is located in downtown Oakland.