



## **Position Title: Program Director**

### **Position Summary:**

The Program Director (PD) will provide overall program leadership to all aspects of the program and its project portfolio, managing multiple related projects, teams and vendor partners to ensure achievement of program objectives and goals. The Program Director will manage all aspects of multiple related projects to ensure the overall program is aligned to and directly supports the achievement of quarterly milestones and annual goals. The PD will be responsible for driving the program cross-functional execution process, including scope, budget, resources, and timeline. S/he will serve as the single point of accountability for program status and issue/risk resolution. S/he will ensure the development of program roadmap and track projects and releases against major milestones and established timelines.

### **Core Job Duties and Responsibilities**

- Manage overall program including scope, budget, resources and timeline.
- Own full project life cycle: program planning, impact analyses, implementation, program health checks, deployments, transition to operations and Lessons Learned.
- Define program structure and the escalation process.
- Manage program-level issues/ risks and interdependencies.
- Directly oversee execution of high-priority, complex projects within the program
- Support and coach project managers within the program, while providing expertise in best practices, planning, all aspects of program execution, and leadership of program, projects, and initiatives.
- Develop, support and oversee implementation of program/project best practices, documentation, tools and policies
- Proactively set performance expectations and help project managers and subordinates manage expectations of delivery and requirements, yielding consistent results.
- Lead cross-functional meetings and foster teamwork; drive escalation and resolution of issues, while promoting collaboration and coordination across broad categories of stakeholders.
- Develop resourcing strategies to ensure optimum support for projects
- Oversee weekly status updates, providing a concise high-level view into risks and progress against goals
- Report on project success criteria results, metrics, test and deployment management activities

**Required Qualifications, Job Knowledge, Skills and Work Experience:**

- BA/BS degree, Masters preferred
- 10 years of experience in healthcare program management leading complex, cross-functional workstreams
- Proven senior program management role in leading on-time, on-budget delivery of complex programs
- Extensive understanding of project and program management principles, methods and techniques
- Proven success in providing leadership for program team by building and motivating team members to meet project goals, adhering to their roles/responsibilities and achieving milestones
- Project/portfolio management with increasing scope and schedule complexity and budget accountability
- Information technology/technical background experience
- Experience managing direct reports and cross-functional teams
- Demonstrated leadership on large-scale enterprise-wide projects
- Experience utilizing multiple software delivery methodologies (i.e., waterfall, hybrid, agile)

**Benefits:**

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

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

**Please submit cover letter and resume in confidence** to [jobs@iha.org](mailto:jobs@iha.org), and include “Program Director” in the subject line.

**About IHA**

The Integrated Healthcare Association is a non-profit multi-stakeholder leadership group, founded in 1994, that promotes health care quality improvement, accountability, and affordability for the benefit of all Californians.

IHA leads regional and statewide performance measurement, provider data and value-based payment programs/products, serves as an incubator for pilot programs and demonstration projects, and collaborates with diverse healthcare stakeholders on a variety of critical healthcare issues.

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.