



Job Title: Project Manager, Measure Operations

About this job:

The Project Manager, Measure Operations will manage IHA's measure operations workstream and related projects from planning to completion. The Project Manager will execute implementation of annual measurement operations for IHA's Align. Measure. Perform. (AMP) program and play a key role in guiding the team towards successful project completion, collaborating with individuals at all levels in the organization and key stakeholders in the health care industry. The Project Manager, Measure Operations is a performance measurement subject matter expert with the ability to translate technical measurement needs to a broad audience of program participants, partners, and other industry stakeholders.

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
 - Manage relationships with partner organizations and vendors, including development and assessment of annual scope of work
 - Balance needs of projects, re-prioritizing frequently, and ensure on-time submission of deliverables, including:
 - Internal resources that support implementation of measure set, such as data file layouts and internal measure database ("measure catalog")
 - Measure set documents
 - Measure specifications and reporting guidelines ("program manual")
 - Identify and execute opportunities for improvement to annual measure operations processes and deliverables
 - Facilitate understanding of AMP measurement and measure set changes across functional areas internally (e.g., data operations, engineering) as well as to external participants, vendors, and partners.
 - Lead regular cross-functional measure operations workstream meetings to ensure cohesive collaboration across internal functional areas and workstreams

- Lead stakeholder committee meetings and ad-hoc individual meetings: develop meeting agendas and materials, document and implement decisions and action items 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 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 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)
- Free snacks, tea, and coffee
- Subsidized gym memberships
- 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.