



Position Title: Project Manager/Program Manager

Position Summary:

IHA is looking for a passionate and experienced Project Manager/Program Manager to manage a large-scale project from planning to completion. The Project Manager/Program Manager will 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 healthcare industry. This is a unique opportunity to work with thought leaders across California and be a part of a smart, hard-working, fun team that is leading an extensive, challenging project that can move the needle on a key health care industry pain point.

Core Job Duties and Responsibilities:

- Develop the master project plan, oversee and summarize status reporting, track and facilitate resolution of issues and risks, manage dashboard reporting and program documentation
- Facilitate development of workstream project plans and status reporting, delineation of team workstream roles and responsibilities, workstream dependencies, program timeline, and resources required for the project completion
- Support/manage relationships with partner organizations, regulators, and key industry stakeholders
- Balance needs of projects, re-prioritizing frequently, and ensure on-time submission of deliverables
- Complete documentation concisely, with specificity and precision
- Gather information through literature searches, online resources, surveys of key informants, and/or other sources
- Produce process diagrams to support definition and validation of key processes and critical paths
- Synthesize complex information in writing (e.g. fact sheets, templates) and visually (e.g. slide decks)
- Lead program team meetings and ad-hoc individual meetings: develop meeting objectives and agendas, document and track issues/risks, decisions and action items
- Monitor overall project performance (e.g., on time, on budget, within scope and with quality) against plan and makes adjustments as needed. Submit change requests to change control board in compliance with program policy and procedures
- Guide team through decision-making and escalation processes
- Build collaborative relationships and ensure alignment, buy-in and coordination of diverse project stakeholders, internal team members and key vendors

Job Knowledge, Skills and Work Experience:

- BA/BS degree
- 5-10 years of experience working in health care; strong understanding of the structure of California health care delivery system
- Demonstrated project management skills and process diagram proficiency
- Experience leading complex projects involving a variety of stakeholders
- Ability to anticipate needs, identify issues impeding success, and propose creative, viable solutions
- Strong initiative and superior productivity. Ability to manage multiple tasks in an organized fashion
- Flexible approach and an ability to operate effectively with uncertainty and under pressure
- Excellent interpersonal, collaborative and communication skills; able to interact successfully with people of all levels inside and outside IHA
- Tech-savviness and proficiency with all Microsoft Office applications, including Excel, Visio, PowerPoint

Bonus if you have

- Master's degree in health-related field
- Experience facilitating meetings and leading discussions
- PMP, Six Sigma

Benefits

- Competitive salary
- Great work environment in convenient location (City Center 12th St BART Station in Oakland); telecommuting is an option.
- Free snacks, tea, coffee
- Subsidized gym membership
- 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, and include "Sr. Project Manager" in the subject line.

About IHA

The Integrated Healthcare Association (IHA) is a multi-stakeholder leadership group that convenes diverse stakeholders committed to advancing high-quality, affordable, patient-centered care across California and the nation. IHA works with key industry leadership on performance measurement and improvement, incentives and cross-industry collaborations that drive efficiency.

IHA was established as a statewide association in late 1994 and is governed by a 40-member board of directors from California's leading health plans, physician groups, health systems and hospitals. IHA has a rich history and depth of experience in multi-stakeholder collaboration, performance measurement, and reporting. IHA is a small organization with a strong culture that leads projects with high industry visibility and impact.