

Senior Project Manager

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:

- Manages mid-size projects and/or major components of large projects
- Works independently, capable of making independent decisions
- Possesses advanced insight and skills in client management, proposal development, and budgeting
- Synthesizes information into usable formats
- Exhibits strong understanding of NICHQ project goals, aims, methods, products, and tools
- Brings solutions to issues (meeting deadlines, client engagement, team issues) to project leadership, and implements
- Ensures roles and responsibilities on project are clearly delineated
- Supervises and/or mentors Project Coordinators, Project Specialists and/or Project Managers
- Manages project-specific contracting with consultants, faculty and organizational subcontractors as appropriate
- Demonstrates strong understanding Breakthrough Series model and approach and can manage the process with limited guidance
- Demonstrates strong understanding of the Model for Improvement
- Contributes to cross project sharing, learning and consistent integration of organizational support functions

Position Knowledge, Skills and Abilities:

- 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:

- 4-6 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.

About NICHQ

NICHQ is an independent nonprofit organization working to improve children's health, with an emphasis on helping our most vulnerable children and youth. We help organizations and professionals who share our mission make breakthrough improvements so children and families can live healthier lives.

Formed in 1999 with start-up funding from the David and Lucile Packard Foundation to address issues of quality in ambulatory pediatrics, our predominant efforts in our early years focused on improving care for children with asthma, ADHD, and other conditions requiring special healthcare needs. As NICHQ has grown, we have expanded beyond our original focus on children's healthcare to also include an emphasis on many other social and community influences of children's health. We now seek improvement more broadly in topics such as childhood obesity and infant mortality, which require building bridges between healthcare, public health and community.

NICHQ has approximately 30 employees who make lasting impact on the lives of children. Recent programs have resulted in:

- 20,000 more children receiving comprehensive wellness assessments and appropriate immunizations each year in Massachusetts
- >200,000 people exposed to healthy weight messages in their community
- 11,520 more mothers receiving the support they need at hospital discharge to continue breastfeeding at home
- 76% increase in the percentage of patients with sickle cell disease given a speedy pain assessment
- 500 more infants receiving appropriate follow-up care for hearing loss