

Job Title:	Executive Project Manager	Reports To:	Chief Executive Officer
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Full Time
HR Contact:	Claudria Hurt	Date Posted:	10/15/2021
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Applications Accepted By: Email: careers@alliancechicago.org or Fax: 312.274.0069 Subject Line: Executive Project Manager			

Job Description:
<p>Position Overview: The Executive Project Manager is an exciting opportunity to work with AllianceChicago Executive team in the planning and execution of key strategic priority internal and external facing projects/initiatives. The position works collaboratively with the Executive Leadership Team, Clinical leaders, technology leaders, and operational leaders, along with the health center partners to plan and execute complex projects/initiatives. These may include specific, time-limited projects with set deliverables, implementation of key elements to strengthen the infrastructure (people, process, and technology) of the organization, support development and management of internal Strategic Objectives and Strategic Plan, and activities that support external relations. The position will leverage delegated sponsorship by C-level staff, senior directors, and the CEO to assume the delegated authority necessary to carry out assigned cross organizational activities regardless of formal reporting relationships. The Executive Project Manager will bring professional project management expertise to these projects and help other AllianceChicago project managers and teams standardize, promote and apply project management skills and approaches across the organization.</p> <p>Essential Duties:</p> <ul style="list-style-type: none"> Assumes delegated responsibility to manage and lead major cross cutting organizational projects/initiatives as assigned by the Chief Executive Officer in collaboration with the Executive Leadership Team. In collaboration with stakeholders and the Executive team members defines, monitors, and maintains project goals, objectives, limitations, required resources and defined stakeholders in a project charter for the governance of specified projects Leads and coordinates the execution of assigned projects by performing project planning, management, operationalization, tracking and reporting of key milestones, identification of obstacles and resource challenges that need addressed, and close out of key projects/initiatives on time and on budget. Facilitates cross-functional teams and gains buy-in across the organization Works with internal teams to identify and clearly articulate plans to meet project resource needs and capacity constraints Leads development and implementation of organizational and project related metrics/KPIs Works with Finance team to assist CFO in developing budgets/budget justifications for relevant projects Works with Alliance Department Leads and Finance team to support enterprise resource planning and assists CFO in developing budgets/budget justifications for relevant projects Develops and executes clear communication plans to keep all stakeholders and the organization informed of key activities and progress Guide organization-wide project management practices by supporting the development of and providing subject matter expertise to establish a project management framework and principles that can be standardized across the organization

- Assists in presenting funding opportunities, program concepts, and grant information to internal staff to determine feasibility and in support of organizational priorities and activities consistent with AllianceChicago's mission
- Leads the development of policies and procedures, job descriptions and project plan relevant to assigned projects; may assume temporary responsibility for execution and coordination of the above while helping to define a sustainable operational approach
- Provide oversight in the development of an enterprise-wide approach to project management to drive organizational efficiency and transformation using a people, process and technology (PPT) framework
- Expresses the mission, vision, and values of AllianceChicago and participates in other specific duties

Other Requirements:

- Demonstrates exceptional organization skills and efficiency
- Proficient in project management best practices and able to implement these to organize and oversee large complex projects
- Works with keen attention to detail while maintaining ability to see the "big-picture"
- Demonstrates strong problem-solving skills
- Demonstrates customer orientation and ability to take care of the customers' needs
- Demonstrates good decision-making skills and judgment
- Understanding of basic change management principles
- Demonstrates stakeholder management and ability to get buy-in around complex ideas and processes internally within the organization and with external stakeholder community
- Strong interpersonal skills, and ability to nurture teams.
- Facile with commonly used software application – either proficient or able to learn Salesforce, Microsoft Office 365, and Project Management applications
- Possesses excellent verbal and written communication and interpersonal skills with staff and stakeholders of diverse educational levels and backgrounds
- Communicates effectively and in a timely manner with funding agencies and external collaborators

Education/Training/Expertise:

- Advanced degree in a Health Care related or another relevant field.

Experience/Years:

- At least 8 years' experience working in Project Management within the healthcare field with progressive leadership experience and with proven track record for successful implementation of complex strategic projects.
- Formal training/certification in Project Management and/or Lean/six sigma preferred
- Operations management, working knowledge of finance and budget, project management, excellent communication skills, ability to work with staff or all levels, health care and/or health IT experience, adept at change management

Working Conditions:

- General office setting, extensive telephone and desk work at computer terminal
- Position requires occasional work evenings and weekends to facilitate projects outside clinical hours and rotating on-call schedules
- Position requires rotating on-call shifts to assist with major issues during off hours
- May be required to lift, carry, bend, reach and stand with parcels up to 25 lbs.
- Will work in a close multidisciplinary team environment
- May interface with clients in various settings and may be working during on-site visits in clinical environments where medical equipment, chemicals and where communicable diseases and certain pathogens are present.

ORGANIZATIONAL OVERVIEW:

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

ADA Statement: The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

EEO Statement: AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.