



Position Description

Title: Manager, Programs & Research
Reports to: Sr. Director, Programs & Research
Supervises: None
FLSA Status: Exempt
Date Updated: March 2022

Our Organization:

The Society to Improve Diagnosis in Medicine (SIDM) catalyzes and leads change to improve diagnosis and eliminate harm from diagnostic error in partnership with patients, their families, the healthcare community, and interested stakeholders. <http://www.improvediagnosis.org>.

Position Summary:

Under the direction of the Sr. Director of Programs & Research, the Program & Research Manager will oversee the department's projects to ensure they are completed in a timely fashion and within budget. He/she will provide technical project support to the Programs & Research division by providing integrated management and leadership in preparing and administering budgets, grant writing, and monitoring and evaluation. He/she will also develop content on quality improvement, patient safety, policy, legislation, and patient and family engagement for publication for multiple opportunities and platforms, including abstracts, SIDM's website, blogs and more.

Responsibilities:

- Assesses, manages, and integrates the activities of multiple projects; may require collaboration across multiple departments.
- Develops and monitors timelines and deliverables; ensures timely submission of project deliverables including technical, financial, and closeout reports per grantor/contractor requirements.
- In collaboration with the Programs & Research department directors, develop, administer, and manage budgets and business plans.
- Develop and implement monitoring and evaluation programs to assist in the accomplishment of established project goals and objectives.
- Conducts project-based risk assessments; provides recommendations for mitigation of risk (including termination of the project, if appropriate).
- Research content for peer review articles, white papers, abstracts, blog posts, or other form of written communication.
- Write content for abstract, presentations, webinars, and online education modules.
- Collaboratively identify patient-driven, legislative, funding, regulatory, sub-regulatory, and QI approaches supporting diagnostic excellence for development and support.
- Support the development of grant proposal narratives.

Education and Training:

- Master's in public health, health policy, or related field or 5 years' experience in a related field
- Progressive leadership experience



SOCIETY to
IMPROVE
DIAGNOSIS in
MEDICINE

- Experience writing peer review publications and grant proposals.
- Relevant work experience in patient safety, quality improvement, policy, and patient and family engagement are highly preferred.

Required Skills:

- Knowledge and understanding of the Project Management Body of Knowledge.
- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Strong analytical and problem-solving skills.
- Knowledge of current developments, trends, tools, and best practices in project management.
- Skilled in business and financial planning and management.
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
- Demonstrated ability to successfully direct, coordinate, and strategically integrate multiple developmental, enhancement, and/or modification projects.
- Ability to effectively manage a diverse team of technical, managerial/supervisory, professional, and support staff.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Preferred Skills:

- Experience working with nonprofit organizations
- Experience working in public health

Work Environment:

- Virtual office. Occasional work at off-site locations may be required
- Work on evenings and weekends may be needed
- Occasional out of town travel is required
- Smoke- and drug-free environment
- This role routinely uses conventional office equipment and supporting software.
- SIDM is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SIDM does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SIDM is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To apply: Send cover letter and resume to careers@improvediagnosis.org