



Position Description

Title: Project Manager, Operations
Supervised by: Chief Operating Officer (COO)
Supervises: No direct supervisees
Status: 1 FTE, exempt, employee
Date Updated: May 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 every interested stakeholder. <http://www.improvediagnosis.org>.

Position Summary

Under direction of the COO, the Project Manager will assist the COO and Vice President of Finance in providing integrated management and leadership in administrative and business planning, budgeting, human resource management, and monitoring and evaluation of SIDM programs and projects, including major projects impacting multiple, strategic core functions and components across SIDM.

Responsibilities

- Assesses, manages, and integrates the activities of multiple project operations.
- Develops and monitors timelines and deliverables; ensures timely submission of project deliverables including technical, financial, and closeout reports per grantor/contractor requirements.
- Develops, administers, and manages complex, multi-faceted budgets and plans for projects/programs as it relates to project development and deployment.
- Develops and implements tracking and evaluation programs to assist in the accomplishment of established project goals and objectives.
- Performs cost and productivity analyses for all active projects and programs.
- Conducts project-based risk assessments; provides recommendations for mitigation of risk (including termination of the project, if appropriate).
- Ensures projects/programs comply with federal, state, local, industry, contractual, and SIDM regulations, standards, specifications, and best practices.
- Manages a cross-functional team of professional/technical and support staff to ensure successful completion of project/program objectives, both directly and through department managers and supervisors.
- Ensures that project efforts are generally cohesive, consistent, and effective in supporting SIDM's mission, goals, and strategic plan.
- Implements established strategies and operating objectives consistent with those of the organization to ensure efficient and effective implementation of cross-functional projects, including the grants and fellowship program, quality improvement, and all externally funded projects.
- Ensures projects/programs follow federal, state, local, industry, contractual, and SIDM regulations, standards, specifications, and best practices.



- Oversees the development and timely submission of financial and programmatic reports as well as funding proposals as directed by the COO and VP of Finance.
- Other duties as assigned by the COO.

Required Education and Experience

- Bachelor's degree
- Minimum of five (5) years of experience related to the duties and responsibilities specified.

Required Skills

- Knowledge and understanding of the Project Management Body of Knowledge.
- Knowledge and understanding of nonprofit structure, workflow, and operating procedures.
- 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.
- Demonstrated ability to develop and implement short- and long-range operational plans.

Preferred Skills

- Certification in Project Management or other related discipline, a plus
- Experience working with nonprofit organizations
- Experience working in public health
- Experience in general human resource management

Work Environment

- Virtual office; some 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



SOCIETY to
IMPROVE
DIAGNOSIS in
MEDICINE

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