

RHRC Manager of Project Management

Minimum Qualifications:

- Requires a bachelor's degree or higher plus five years of related experience, or an equivalent combination of education and experience.
- At least two years in a management role.
- PMP Certification highly preferred.
- Extensive experience with project management tools such as MS Planner and MS Project.
- Experience utilizing a CRM, such as Microsoft Dynamics, a plus.
- Familiarity with, or willingness to learn and adhere to, P3 Express methodology and become a certified P3. Express practitioner.
- Experience managing large scale projects with multiple stakeholders.
- Demonstrated ability to influence stakeholders and motivate individuals to complete tasks on time.
- Demonstrated ability to foster positive work culture.
- Be self-directed, detail-oriented, and able to work in a fast-paced environment.
- Excellent communication, leadership, and problem-solving skills.
- Familiarity with healthcare or rural healthcare projects is a plus.
- Must have reliable internet.

Position Overview:

As the Manager of Project Management, you'll play a critical role in overseeing and coordinating project activities within our organization. You'll lead a team of project managers, ensuring successful project execution, adherence to timelines, and effective communication across stakeholders. Your expertise in project management methodologies, leadership, and problem-solving will be essential to our project success. This is a new position that will work in close coordination with leadership and the PM team.

Responsibilities:

1. Team Leadership:

- Supervise and mentor a team of project managers and project coordinators, providing guidance, support, and professional development opportunities.
- Foster a collaborative and positive work environment, encouraging teamwork and knowledge sharing.
- Works closely with other members of the PM team to adopt P3 Express best practices, in cooperation with recommendations put forth by the Senior PM and leadership.
- Assists leadership in gauging project management capacity and progress of projects across the organization.

- Assists leadership in developing strategies to standardize and scale Project Management across the organizations.
- 2. Project Planning and Execution:**
 - Collaborate with cross-functional teams to define project scope, objectives, and deliverables.
 - Leads the coordination of meetings with key project stakeholders.
 - Develop detailed project plans, including tasks, milestones, timelines, and resource allocation.
 - Monitor project progress, identify risks, and implement mitigation strategies.
 - Ensure projects are executed efficiently, meeting quality standards and stakeholder expectations.
 - Leads the development of weekly, monthly, quarterly, and annual reports as required for project monitoring.
 - Utilizes P3 Express Methodology to effectively manage and facilitate all assigned projects.
- 3. Resource Management:**
 - Allocate resources effectively, balancing workload and skill sets.
 - Coordinate with other departments to secure necessary resources (personnel, equipment, etc.).
- 4. Communication and Stakeholder Management:**
 - Facilitate regular project status meetings, providing updates to stakeholders.
 - Address any issues or conflicts promptly, maintaining open communication channels.
 - Manage expectations and ensure alignment between project goals and stakeholder needs.
- 5. Quality Assurance:**
 - Implement quality control processes to verify project deliverables meet specifications.
 - Conduct post-project evaluations to identify areas for improvement.
- 6. Risk Management:**
 - Identify and assess project risks, developing risk mitigation plans.
 - Proactively address issues that may impact project success.
- 7. Continuous Improvement:**
 - Stay informed about industry best practices and emerging trends in project management.
 - Drive process improvements within the project management function.

Performs other duties as assigned.



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Location:

- Predominantly virtual with travel expected no more than 20% of the time.
- Must be willing to travel to Harrisburg, PA and client locations as needed.
- Must be willing to attend in-person meetings scheduled by the RHRC.

Work Status:

- Full-time, 37.5-hour workweek

Salary Range:

- \$125,000 - \$140,000, dependent on management experience.

If you are interested in this position, please submit your cover letter and resume to mt@rhrco.org.