Desk Title:	**Project Manager**
Position reports to:	**Program Director (Birth Through Eight Strategy for Tulsa – BEST)**
Date:	**November 27, 2017**

Position Summary (Purpose of job):

Reporting to MyHealth's Program Director, the Project Manager role will be part of a cross-functional team responsible for successfully leading one or more of MyHealth's strategic projects and work streams in support of Tulsa's Birth Through Eight Strategy for Tulsa. The program, referred to as BEST, represents an exciting opportunity for Tulsa that is funded largely by the George Kaiser Family Foundation (GKFF). This strategy is a comprehensive, continuous, and integrated approach that focuses on families to help break the cycle of intergenerational poverty for their children. Programs and services, community agencies and philanthropies are partnering with Tulsa's families to build a cycle of opportunity.

The MyHealth Project Manager position will initially focus on managing a project that will enable data governance, design and deploy an early childhood data ecosystem and support the design and delivery of one of more technology initiatives to enable BEST processes.

The position will specifically be responsible for project management, stakeholder management and communications and strategic consulting/ problem solving.

Project Management: Serve in manager role on one or more projects or work streams from kick-off to closure. Key activities to include (but not limited to): design and management of project management plan, mitigation of project risks, communication to stakeholders, management of vendors, development of presentation materials, development of project roadmaps and portfolio management, design and monitoring of key performance metrics.

Stakeholder Management: Experience in identifying, analyzing, segmenting and actively managing and monitoring stakeholders in support of improvement initiatives. This includes the ability to develop stakeholder change management strategies, interview stakeholders using a standard guide, analyze and synthesize outputs, develop communication plans and develop communication collateral. BEST stakeholders will represent the population targeted to serve, healthcare, social services, and primary education entities.

Strategic Problem Solving: Managing stakeholders to identify, prioritize, analyze and resolve issues across business and technology disciplines. This role will utilize best practices business strategy and process improvement frameworks to structure approaches, frame thinking and organize outcomes.

Key Project Manager Responsibilities:

1.	**Project Management**	60%
	• Provide overarching program guidance, structure and leadership for large programs; act as indirect leader and mobilize project team members who may be senior in rank	
	• Lead project work streams across various stages of the project lifecycle	
	• Drive decisions and consensus with Executive stakeholders	
	• Be highly organized and able to meet task timelines to realize project benefits	
	• Deliver results that achieve or surpass projects targets based on compliance, ROI, or customer impact objectives	
	• Serve as an internal MyHealth Access thought leader on project management	
2.	**Change Management and Communications**	20%
	• Design and deploy change management strategies to support successful project deployments	
	• Identify, analyze and manage key project stakeholders	
	• Communicate effectively to and influence stakeholders of all levels	
	• Develop and maintain productive relationships at multiple levels	
	• Effectively design and develop communications artifacts (e.g., presentations) and collateral	
	• Serve as an internal MyHealth Access thought leader on change management	
3.	**Strategic Problem Solving**	20%
	• Analyze business requirements and impact to proposed solutions across business processes, initiatives, projects and program	
	• Identify business problems, structure a problem-solving approach and gather data to assess improvement opportunities	
	• Synthesize analysis results (e.g., current state analysis), analyze data and design data supported improvement recommendations	

100%

Minimum Job Qualifications:

Education/Training –
- BA/ BS required, preferably in a business or technical discipline
- MBA or relevant graduate degree preferred

Business Experience –
- Five years of project management, change management, process improvement, communications and consulting experience with leading companies
- Expertise in project management best practices with proven track record of successful project implementations
- Experience as business analyst role in technology and software development, preferred
- Expertise with problem solving methodologies, root cause analysis and process improvement frameworks
- Demonstrated ability to manage indirect teams, including members who may be senior in rank
- Demonstrated ability to understand complex business problems and create a program to support solutions and compliance
- Possess client interfacing skills enabling direct, independent engagement with all role levels frontline to senior executives
- Demonstrated capacity to become "expert" in new topics and disciplines quickly
- "Self-starter" attitude with the ability to excel in dynamic work environment
- Strong communication (listening, oral and written) and facilitation skill set
- Strong executive presentation skill set, including ability to develop and deliver executive-level presentations
- Experience in a health care, education or social services preferred
- Demonstrates commitment to BEST mission and program objectives

Specialized Knowledge/Skills –
- Project Management Professional (PMP) certification highly desirable
- PC Skills: Expertise in Microsoft Office Tools (Excel, Word, PowerPoint, Project, Visio), Statistics Applications, a plus

Working Conditions:

Environment (Office, warehouse, etc.) –
- Normal office environment that is well lit and well ventilated
- Travel required: Regular travel not expected.

Physical Requirements (Lifting, standing, etc.) –
- Typical office work

(This description is general in nature and is not intended to be an exhaustive list of all responsibilities. Other duties may be assigned as needed to meet company goals.)