

## MyHealth Job Description

**Desk Title:** Project Manager  
**Position reports to:** Program Director (Birth Through Eight Strategy for Tulsa – BEST)  
**Date:** August 24, 2018

**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 ten-year 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 or more technology initiatives to enable BEST processes. This project, if successful, is intended to serve as a model for the creation such collaborative solutions in other communities throughout the US.

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 engaging and leading stakeholders in support of a common shared vision to improve outcomes for Tulsa's children and their families. Demonstrated ability to lead diverse stakeholder groups to a common goal, purpose, or vision is a key differentiator. 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.	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Lead project work streams across various stages of the project lifecycle</li> <li>• Finesse decision-making and consensus among Executive stakeholders</li> <li>• Be highly organized and able to meet task timelines to realize project benefits</li> <li>• Deliver results that achieve or surpass projects targets</li> <li>• Serve as an internal MyHealth Access thought leader on project management</li> </ul>	60%
2.	<p><b>Change Management and Communications</b></p> <ul style="list-style-type: none"> <li>• Design and deploy change management strategies to support successful project deployments</li> <li>• Identify, analyze and manage key project stakeholders</li> <li>• Communicate effectively to and influence stakeholders of all levels</li> <li>• Develop and maintain productive relationships at multiple levels</li> <li>• Effectively design and develop communications artifacts (e.g., presentations) and collateral</li> <li>• Serve as an internal MyHealth Access thought leader on change management</li> </ul>	20%
3.	<p><b>Strategic Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Analyze business requirements and impact to proposed solutions across business processes, initiatives, projects and program</li> <li>• Identify business problems, structure a problem-solving approach and gather data to assess improvement opportunities</li> <li>• Synthesize analysis results (e.g., current state analysis), analyze data and design data supported improvement recommendations</li> </ul>	20%

**100%**

**Minimum Job Qualifications:**

Education/Training –

- BA/BS required, or equivalent professional experience

Business Experience –

- Five years of project management, change management, process improvement, communications and/or consulting experience
- Expertise in project management best practices with proven track record of successful project implementations
- 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
- Experience in a health care, education or social services preferred
- Experience with HIPAA, FERPA, or other rigorous privacy and security frameworks preferred
- Possess client interfacing skills enabling direct, independent engagement with all role levels, frontline to senior executives
- “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 as business analyst role in technology and software development preferred
- Expertise with problem solving methodologies, root cause analysis and process improvement frameworks, preferred
- Demonstrated capacity to become “expert” in new topics and disciplines quickly
- Demonstrates commitment to BEST mission and program objectives

Specialized Knowledge/Skills –

- Project Management Professional (PMP) certification desirable
- PC Skills: Expertise in Microsoft Office Tools (Excel, Word, PowerPoint, Project, Visio)

**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

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**(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.)**