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## Manager, Programs

### About the Peterson Center on Healthcare

The Peterson Center on Healthcare ("the Center") is a non-profit organization dedicated to making higher quality, more affordable healthcare a reality for all Americans. The organization is working to transform U.S. healthcare into a high-performance system by finding innovative solutions that improve quality and lower costs and accelerating their adoption on a national scale. Established by the Peter G. Peterson Foundation, the Center collaborates with stakeholders across the healthcare system and engages in grant-making, partnerships, and research.

### About the Opportunity

The Center is seeking a Manager, Programs ("Manager") to manage the Center's active programmatic work on state engagement and data transparency, as well as support the development of new initiatives and projects. This position will report to an Associate Director and will support the Center's strategies through the development and management of multiple grants, partnerships, and other emerging opportunities. The Manager will manage project teams, including Center associates and external partners and grantees, and be responsible for healthcare research and programmatic investment across grant lifecycle from ideation and approval to evaluation and dissemination.

### Primary responsibilities include:

#### ***Grant Management***

- Develops, maintains and strengthens relationships with a set of active and prospective Center grantees;
- Manages expectations of project deliverables, progression, and reporting for both internal and external relationships;
- Regularly updates portfolio lead on status of grants, including on grant risks and project efficiencies;
- Oversees the management and reporting processes to track status of grant deliverables, performance measures, budgets, and modification requests;
- Maintains up-to-date project management resources that facilitate effective cross-team collaboration, such as requirement trackers, SharePoint directories, and other collaboration tools;
- Supports growth of colleagues through formal training, advice, and informal collaboration.

#### ***Portfolio Strategy Support***

- Proactively seeks to understand portfolio vision and strategic direction;
- Recognizes and surfaces discordant views or occurrences, and contributes to resolving issues;
- Actively develops and manages grant projects and relationships to meet portfolio vision;
- Surfaces learning and insight from active projects to portfolio lead and Center leadership for ongoing integration into portfolio strategy;
- Provides written and visual communication support for the portfolio strategy.

#### ***Research and Synthesis***

- Contributes to concept development for a pipeline of grants that meet a portfolio's vision;
- Manages requests for proposal (RFP) and research contracts to inform design, implementation, evaluation, and strategic direction of the portfolio;
- Scopes and conducts environmental scans of new developments, trends and perspectives related to portfolio strategy and individual investments;
- Carry out due diligence research on potential grantees and concepts;
- Supports thought leadership efforts to create and disseminate innovative content;
- Attend conferences and events to gather key insights from thought leaders on relevant topics.

### About the Successful Candidate

The Manager will be intellectually curious and analytical with the ability to facilitate transitional analysis to proposals and ideas for action. They should be able to set and communicate priorities while nimbly reacting to fast-moving

opportunities. They should be a strong collaborator who actively seeks feedback to improve their skills and can anticipate and independently act on future project and team needs.

*More specifically, the ideal candidate will bring:*

- Demonstrated ability to utilize effective interpersonal skills to develop and manage productive and collaborative relationships both internally and externally.
- Organized, detail-oriented, and highly skilled at project management with the ability to balance multiple priorities in a multiple stakeholder environment.
- Understanding of US healthcare data, especially operational aspects of analytics and their use by states, purchasers, providers, insurers and care delivery organizations.
- Strong written, verbal and visual communications skills to support grant development, management and strategy.
- Professional, poised, and collaborative with the ability to manage external and internal relationships.
- Excellent judgment; adept at exercising discretion and tact in complex, confidential situations.

## Professional Experience

- A minimum of six years of experience in healthcare with a preference towards management consulting, policy, think tanks, payers, philanthropy, or related experience.
- As part of this overall experience, a minimum of one year managing and working with data on healthcare analytics projects.
- Understanding of and interest in healthcare affordability, state and federal health policy.
- In order to build productive relationships across the organization and to ensure effective collaboration, this role requires in-person presence in accordance with the organization's hybrid schedule of working in the office three days per week (Monday/Tuesday/Thursday).

## Education

Bachelor's degree required. Master's degree in health care administration, public health, public policy, or related field a plus.

## Salary and Benefits

We anticipate that the starting base salary range for this position will be \$95,000-\$100,000, plus eligibility for an annual discretionary bonus. In addition, we offer a generous benefits package designed to support employee health and well-being, including comprehensive health insurance, a substantial 401k match, paid time off, a hybrid work schedule and other flexible work policies.

## To Apply

We are a dynamic, growing organization that embraces critical thinking, problem solving and innovative ideas. If you have relevant experience and qualifications, please send your resume to [careers@petersonhealthcare.org](mailto:careers@petersonhealthcare.org)

*The Peterson Center on Healthcare is proud to be an equal opportunity employer and encourages candidates of all backgrounds to apply to our organization. We offer a welcoming community that respects each individual and fosters a diverse set of experiences, perspectives, skills and ideas. We are committed to building a workplace in which every team member can thrive personally and professionally and contribute to our mission.*



Learn how we're helping to secure a brighter future.

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