



Assignment: Director of Project Implementation and Data Analytics

Direct Supervision: Executive Director

Status: Exempt, Full-Time

ASSIGNMENT SUMMARY:

Under the general direction of the Executive Director, this position will take projects from original concept through final implementation including assisting in developing project scope and objectives, determining the best approach to complete projects using existing and/or new resources, creating and maintaining project documentation, building detailed workflows, delivering status reports, and developing plans for transition to ongoing operations. The Director will lead all technical aspects of implementation, which includes creating queries and reports to track program participation; identifying opportunities for program improvement including financial, quality, and client experience; and collecting data, interpreting data and analyzing results.

DUTIES AND RESPONSIBILITIES: *May include the following, and other duties as assigned:*

Project Management

1. Collaborates with leadership, program team, and end users for flawless execution of projects and reporting needs
2. Develops project scopes and objectives, involving all relevant stakeholders
3. Ensures that all projects are implemented, and deliverables completed, on time
4. Creates and maintains comprehensive project documentation
5. Tracks and reports on project progress, including milestones achieved
6. Organizes training sessions for program team and end users as needed for smooth transition for program operations

Data Analytics

1. Interprets data and analyzes results using statistical techniques, providing ongoing reports
2. Develops and implements program databases, data collection systems, data analytics, and other tools that optimize statistical efficiency and quality
3. Creates queries and develop reports and dashboards, as applicable, to measure program success and inform on improvements
4. Identifies, analyzes, and interprets trends or patterns in complex data sets
5. Evaluates and analyzes healthcare utilization, program performance, and outcome data using Excel, Cognos, or other business intelligence tools

6. Automates reports including import/export features between electronic medical records and disease registries in collaboration with our partner clinics

Systems Ownership

1. Establishes rules for data usage, maintenance, privacy, and security requirements
2. Manages system access rights and facilitates user permissions based on established security controls
3. Works with server and IT vendors to ensure data back-up and disaster recovery plan in place
4. Provides technical assistance on operating systems, laptops, Office 365, Box, and Microsoft suite to TCHNetwork team
5. Assesses software applications and perform data migration as needed
6. Maintains hardware tracking system for TCHNetwork issues hardware and software

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

1. Bachelor's Degree with concentration in health informatics, information technology, business management, programming, epidemiology, statistics or closely related field
2. Eight (8) years prior experience in at least one of the following:
 - a. Project management
 - b. Systems ownership
 - c. Data analytics
3. Advanced user of business intelligence tools (COGNOS, Tableau, SAS) or MS Excel

PREFERRED QUALIFICATIONS:

1. PMP, Lean, and/or Six Sigma Certification
2. VBA & SQL report writing skills
3. Master's Degree
4. Previous HMO/Managed Care or healthcare industry experience
5. Understanding of health data formats including: Medicare claims, EMR, lab and pharmacy
6. Experience working in a rural setting

PROFESSIONAL SKILLS & PERSONAL ATTRIBUTES:

1. Willing to live and work in San Miguel, Ouray, or Montrose counties. (No relocation assistance available.)

2. Knowledge of software development methodologies, system implementation, and integration and/or a technical discipline
3. Excellent knowledge of data collection, analysis, statistics, and data presentation with experience in data mining techniques and procedures
4. Effective collaboration, negotiation, relationship, and vendor management and interpersonal skills
5. Motivated, self-directed, and results oriented
6. Proven experience defining and executing complex technology projects
7. Solid understanding of change management and ability to lead and influence cross functional teams and stakeholders
8. Ability to manage multiple projects with geographically dispersed teams simultaneously
9. Demonstrated ability to complete projects in an environment with diverse, competing, and sometimes conflicting priorities
10. Ability to work against deadlines
11. Strong oral and written communication skills; ability to present complex information in an understandable and compelling manner
12. Interest in contributing to a fast-paced non-profit