



## **Contract Program Manager, Provider Education**

At (c) Management, Inc. (CMI), we provide trusted and dynamic management services for associations, foundations, and non-profits in the healthcare field. Established in 1976, CMI's first client was the Association of Community Cancer Centers (ACCC)—the leading education and advocacy organization for the cancer care community. CMI also manages the Oncology State Societies at ACCC—a network of 21 Chapter Members that provide a state- and regional-level focus into the complexities of cancer delivery.

### **POSITION SUMMARY**

The Contract Program Manager acts as a lead and liaison for education projects and provides a broad range of support to the portfolio of education programs and the membership within a national oncology nonprofit organization. The ideal candidate will be comfortable outlining and planning all aspects of work related to a given project such as budget, timelines, and teams. They will have strong communication skills and the ability to foresee any problems related to the completion of a project in a timely manner to mitigate any issues.

### **DUTIES & RESPONSIBILITIES**

- Serve as a program lead on multiple integrated education initiatives consisting of a complex set of interconnected components requiring project planning, budgeting, funder reports, stakeholder engagement, and administration.
- Coordinate education project components from concept and design to production and delivery. Components may include (but are not limited to) webinars, whitepapers, surveys, assessment tools, online and print resources, focus groups, advisory committee recruitment and management, presentations, workshops, and more.
- Research and develop working competency of project topics. Topics may include (but are not limited to) specific cancer types, financial advocacy, cancer program management and operations, supportive care, and more.
- Seeking and leaning on experts and key opinion leaders within each topic for support and supplemental knowledge to inform programs.
- Utilize project management tools (i.e., SmartSheet, Microsoft Teams) to organize and report on tasks.
- Enhance project framework, including a focus on the initial design, cross-departmental coordination, stewardship, outreach, and legacy of programs.
- Manage funder expectations and communications to and align with project plan; serves as the main point of contact for funders on specific projects, providing them with up-to-date status reports on projects as required.
- Ensure membership education needs are addressed through project-specific evaluation/surveys.
- Create RFPs and vet vendors/consultants, as needed on project deliverables.
- Manage vendors/consultants throughout the design, production, and delivery process.

- Research trends and themes relevant to membership to enhance education programs.

## **QUALIFICATIONS & SKILLS**

- 5+ years of experience in professional experience in project management (non-profit, healthcare or association management preferred).
- Experience working on grant- or contract-funded projects, including routine communication with funders and preparation of outcome reports.
- Proven organizational skills and the ability to manage multiple projects and tasks simultaneously.
- Proven ability to provide valuable insights and logical explanations when faced with difficult questions.
- Proven written and verbal communication skills.
- Strong customer service focus.
- Ability to establish and maintain effective working relationships.
- Proficiency with Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint).
- Efficient home-office set-up.

CMI is committed to cultivating and preserving the culture of inclusion and connectedness. We are able to grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents our culture. In recruiting for our team, we welcome the unique contributions that you can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation, and beliefs.

Interested candidates should submit a cover letter and resume to the Human Resources Manager at [hr@managementinc.com](mailto:hr@managementinc.com).