

Connecticut Hospital Association

JOB DESCRIPTION

Job Title: Director, Strategic Initiatives

Position Profile

CHA is seeking an experienced, analytical, project management leader to work in partnership with the Senior Vice President, Strategic Planning and Organizational Performance/CFO and senior leadership team to implement, monitor, and measure the Association's strategic initiatives, business operations, and supporting projects. This is a critical role that will help integrate collaboration, and strategy implementation across multi-functional disciplines in the Association.

The position is structured as a developmental role for an individual willing to be on-point for achieving project deliverables with strong healthcare experience, critical thinking, conceptual and writing skills, who wants to gain an understanding of and competency in solving large and complex strategic and operational challenges within the Association, with an opportunity to take on a broader leadership position in a 3-4 year timeframe. This is a new role in the organization which will have both external and internal facing responsibilities working as a thought-partner, strategist, hands-on leader in the organization.

Scope of Responsibilities

1. Support the Senior VP, Strategic Planning and Organizational Performance/CFO in his role as **primary** staff board liaison. Work with inter-functional CHA leaders to influence objectives and outcomes of cross-functional projects, and provide detailed project management, including clearly articulating and coordinating the strategic objectives and critical issues that CHA is addressing.
2. Provide oversight and direction for all project planning, implementation, monitoring and reporting activities. Continually brief subject matter experts in various functional areas, on project progress and prioritize areas requiring additional involvement and guidance from senior leaders; ensure that project management systems are coordinated and used effectively and consistently across the organization.
3. Research, prepare, and edit background information, PowerPoints, and other data needed to communicate project status; coordinate development and consensus on agendas and ensure that all final materials needed for board discussions provide consistency and clarity in the look and feel of materials. Supervise Manager of Governance and Membership Services to ensure that the substantive content is comprehensive and accurate, and timelines are met.
4. Create and maintain dashboards, key performance reporting, and other measurements of progress for major projects and initiatives.
5. Independently lead special projects as needed for the leadership team. Establish cadence of review meetings and maintain updates on a regular and timely basis. Publish post-meeting notes documenting key decisions and action items in a timely manner, track next steps and follow-up to completion.
6. Provide decision support by working with key leaders to distill key points of strategic discussions and develop recommendations for approval; anticipate requests for additional information and support with research or information analysis as needed – providing content and interpreting data in a digestible format.

Skills/Competencies/Attributes Required

1. Requires 5+ years of **project management experience**, preferably reporting to a senior leader in a healthcare organization, sharply focused on meeting strategic and operational goals, and where collaboration is an essential component of the culture. Experience in a trade association environment is preferred.
2. Master's in Business or Health Administration is required.
3. Expert level understanding of MS Suite skills, including EXCEL, PowerPoint, and on-line project-tracking skills.
4. Requires someone with **conceptual ability** who can routinely absorb, correctly interpret, synthesize, track, and summarize, massive amounts of complex information and frame messages that are clear and concise, providing timely updates for senior leaders and the membership.
5. Requires someone with broad **knowledge/experience (of healthcare issues)**, and who brings a disciplined and an unrelenting attention to detail, and commitment to quality in the process of preparing clear/concise materials for internal and external member consumption.
6. Well-developed **verbal and written communication** skills are essential, including both a creative orientation, and precise usage/grammar skills, in developing and editing written materials.
7. Comfortable in a highly interactive, **iterative, collaborative** work environment.
8. Approachable, open to feedback and mentoring, willing to **engage with diverse personalities** and stakeholders, internal colleagues, and members.
9. Ability to function independently while concurrently **working in a team setting**; requires handling the pressure of an evolving, multiple-priority environment with a **work ethic that displays a sense of urgency and accountability for results**.

EOE

JJB/GEN 9/2021