



Project Manager

THIS POSITION REPORTS TO: Director of Evaluation and Quality

LOCATION: Remote

JOB SUMMARY:

The Project Manager will organize, manage, and oversee the project life cycle of grants/contracts, including the launch of projects within the organization. The Project Manager coordinates cross-divisional teams and processes to ensure that our projects are delivered on time and produce the desired results. The Project Manager also holds key evaluation and data responsibilities, including collaboration on secondary research, reporting, data management, and platform co-administration. All work is driven by MHP Salud's Strategic Plan, policies, mission, vision, goals, and other key planning documents.

KEY DUTIES & RESPONSIBILITIES:

- Oversees the project life cycle to ensure projects are completed on time and to specifications.
- Oversees all components of project launches. As needed, seeks support from the Director of Evaluation and Quality for help and guidance on complexities or issues.
- Delegates work and assignments to team members based on expertise, work experience, and time constraints.
- Independently seeks out and interfaces with staff to obtain critical internal data to improve recommendations and/or possibilities.
- Addresses questions, concerns, and/or complaints throughout the project.
- Develops a detailed project plan to track progress for multiple ongoing projects and regularly reports on their performance.
- Measures project performance using appropriate systems, tools, and techniques. Conducts risk assessments; communicates findings to management; and provides recommendations for mitigating risk (including project termination if appropriate).
- Conducts cost analysis, estimating expected costs for the project.
- Identifies and recommends opportunities for streamlining or process improvement.
- Collaborate on monthly and ongoing data management activities including downloading, cleaning, and distributing data.
- Serves as backup administrator for evaluation-related platforms as assigned, which may include, but is not limited to Commcare (mobile data collection app) and Tableau.
- Assists cross-divisionally with key initiatives that require expertise in research through deliverables, including but not limited to summaries, reports, grant/contract applications, and other briefs with key data and research as assigned.
- Writes narrative reports, fundamental secondary data analysis, and synthesis, distills key informational points, and/or provides recommendations concerning specific assignments.
- Writes documents appropriate to the task, audience, and population on the subject area assigned, including background, trends, and options for solutions.



- Collaborates on activities and projects within the scope of the Evaluation & Quality Department.
- Participates in and/or leads evaluation-focused presentations, webinars, abstracts, or similar events

COMPETENCIES:

Competencies describe the skills, knowledge, and attributes necessary to perform the job, and all staff across the organization should demonstrate these competencies.

- **Attention to Detail** – Accomplishes tasks by considering all areas involved, no matter how small; shows concern for all aspects of the job; accurately checks processes and tasks; is watchful over a period of time.
- **Delivers Results** – Establishes high goals for organization success and personal accomplishment; meets or exceeds those goals; conveys a sense of urgency and drives issues to closure.
- **Planning and Organizing**– Establishes courses of action for self and others to ensure that work is completed efficiently.
- **Innovation** - Generates innovative solutions in work situations; tries different and novel ways to deal with work problems and opportunities.
- **Teamwork and Collaboration**- Actively participates as a team member to move the team toward completing goals. Maintains strong, personal connections with team members and key stakeholders. Aligns personal work and performance with the broader team to achieve mutual outcomes.
- **Problem Analysis and Problem Solving** – Uses sound or logical judgment to spot and analyze problems, develop alternative solutions, and initiate corrective action.

COMPANY VALUES:

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT** —Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people’s unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

MINIMUM QUALIFICATIONS:

- Earned bachelor’s degree in a field relevant to data, research, and/or evaluation.
- PMP, CAPM, and/or comparable project management certification.
- Minimum of 2 years’ experience in data, research, and/or evaluation. In addition, a minimum of 2 years’ experience applying project management principles in a professional environment.
- Reliable transportation, valid driver’s license, and insurance required on a vehicle used for work purposes (employee must be listed on insurance).
- Must pass a background screen, including local, state, and federal law check, employment reference check, DMV check, and criminal records check.

PREFERRED QUALIFICATIONS:



- Experience working in a non-profit setting.
- Experience working with grants or grant-funded organizations.
- Reads and writes effectively in Spanish and English.
- Bicultural experience.
- Experience with data platforms such as CRM systems or data visualization software, as well as project management tools or software.
- Earned master's degree strongly preferred.

SKILLS/KNOWLEDGE/ABILITIES:

- High-level communication skills, both oral and written.
- Strong negotiation skills and the ability to develop strong working relationships.
- Ability to adhere to time constraints.
- Ability to synthesize large amounts of information quickly and accurately.
- Strong program management, time management, and keen attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or ability to quickly learn about the project or product being developed.
- Understanding of program evaluation and contextual utilization of data required.
- Experience utilizing equipment (such as phone, laptop, tablet) to complete required job functions.
- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.

JOB CLASS: Specialized Technical

POSITION STATUS: Exempt

PHYSICAL DEMANDS:

While performing the duties of the Project Manager role, the employee is regularly required to speak and listen. The employee is frequently required to sit, walk, and stand; occasional climbing, stooping, kneeling, crouching, and balancing are required. Must be able to lift and move up to 50 pounds occasionally and 10 pounds frequently. Frequent use of eye, hand, and finger coordination enables the use of office machinery. Oral and auditory capacity enables interpersonal communication and communication through automated devices such as phones and computers.

The physical demands of this job are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and responsibilities may be added, removed, or changed at any time at the company's discretion, formally or informally, either verbally or in writing.

MHP Salud Job Description



I have read and understand this job description and certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (Print)

Employee Signature and Date

Supervisor's Name (Print)

Supervisor's Signature and Date