



Seeking Project Manager

About our Organization: Despite spending 18% of our gross domestic product (GDP) on health care, the U.S. ranks last among developed countries in access to care, administrative efficiency, equity, and health care outcomes. Catalyst for Payment Reform (CPR) (www.catalyze.org) is a national non-profit organization on a mission to catalyze employers, public purchasers, and others to implement strategies that produce higher-value health care and improve the functioning of the health care marketplace. CPR is based in Berkeley, CA; however, all staff work remotely.

Who we're seeking: We are seeking a Project Manager to implement CPR projects that enable employers and other purchasers with the tools and information they need to get better value for their health care spending. The Project Manager will collaborate with the small team at CPR and interact with external partners and stakeholders. Analytical, highly-organized, self-directed candidates with great communication and teamwork skills and a go-getter attitude will thrive in this position, which offers the chance to gain deep knowledge about the health care marketplace and to collaborate with the nation's most innovative employers, providers, payers and thought leaders in health care.

About the position: The Project Manager position is full-time. This position reports to CPR's Executive Director, [Guy D'Andrea](#), and provides support to senior staff on a project-by-project basis. The position involves occasional travel (less than 5%).

What the Project Manager will do:

The Project Manager will conduct research and assist in managing a diverse array of projects related to health care policy, such as:

- Track the nation's progress on adopting health care payment reform models.
- Analyze market dynamics at the state level, including state laws impacting payment reform, health care market regulation, or care delivery.
- Research the impact of consolidation in the health care industry.
- Develop resources that support implementation of high-value strategies by employers and other health care purchasers.
- Analyze and interpret data sets related to health care prices, costs, and quality.

In addition, the Project Manager will support CPR operational functions, such as work groups of employer-purchasers, coordinating virtual summits, and assisting with marketing and communications. Specifically, the work involves:

- Project management: project strategy and planning, coordinating meetings, taking notes and managing next steps/action items, drafting and submitting reports for funders and contractors.
- Research: literature searches, drafting interview questions, conducting interviews.
- Communications: drafting presentations, CPR blog posts, external articles, and commentaries.
- Other responsibilities: assisting with other projects, as needed, under the direction of senior staff, including the opportunity to lead specific projects.

Qualifications:

- At least three years of full-time project and research management, ideally in health care.
- Bachelor's degree. Master's degree in health-related field preferred.
- Experience with federal and state policy issues and/or government agencies a plus.
- Knowledge of the health care system, including payment reform, market dynamics and stakeholders, benefit design, and/or network design a plus.
- Working with employer-purchasers directly or familiarity of employer-purchaser health care buying needs a plus.
- Demonstrated ability to multi-task and maintain a high level of organization as well as strong problem-solving capabilities.
- A working knowledge of statistical data analysis to perform basic data analysis in-house and to coordinate analytic projects with external partners.
- Excellent time management, ability to meet deadlines, oral and written communication skills, interpersonal skills, and attention to detail.
- Self-starting and able to work independently and efficiently, including in a virtual office environment.
- Professional demeanor and strong work ethic and a passion to improve health care.
- Fluency with Microsoft Office, including Outlook, Word, Excel, Teams, and PowerPoint. Experience with Qualtrics and Zoom a plus.

Compensation: Wage is dependent on qualifications. This position qualifies as exempt and comes with a competitive benefits package.

Applications:

- Send a cover letter and resume to kflock@catalyze.org.