

Position Title: Project Manager
Reports To: Senior Director
Classification: Full-time, exempt



Overview

CedarBridge Group LLC (CedarBridge) provides specialized consulting services to improve health and healthcare. We offer policy expertise, strategic planning support, and facilitation of diverse groups to build common understandings and commitments around transformational initiatives to improve health outcomes. We bring unique strengths in advancing the effective use of information technology and data to support healthy communities, with new models of payment and more coordinated, whole person care.

Mission

CedarBridge is relentless in our shared passion for a healthy nation and a healthy world.

Values

CedarBridge is an **inclusive** organization grounded in fundamental **respect** for all people regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, religion, or disability. We know that bringing together people from diverse backgrounds is critical for fostering **creativity** and achieving **excellence**. All our relationships are built on **trust** and **integrity**. We maintain the long-term confidence of our clients by delivering **consistent, outstanding results**.

Principles

- We commit to rapid learning and continuous, effective improvement
- We expect radical open-mindedness and radical transparency of ourselves and our colleagues
- We encourage others to voice their views
- We feel compelled to try to see things through the eyes of others
- We invest the time to understand where others are coming from
- We reflect emotional intelligence through our actions of empathy, respect, and kindness

“To be radically open-minded, you need to be so open to the possibility you could be wrong that you encourage others to tell you so.”

Ray Dalio, Principles; Simon & Schuster 2017

To be successful in a radically transparent organization, you must be comfortable speaking up respectfully when holding a critical opinion, and you must respect others for doing so as well.

General Expectations of Employees

CedarBridge values the critical contributions made by employees to our company’s success. To be trusted partners and provide our clients with the highest quality services, CedarBridge has established these core expectations of every CedarBridge employee:

- Respect and protect company and client confidentiality and proprietary information

- Conduct company business with professionalism and integrity
- Contribute to the company’s high performing teams, working together to consistently produce quality results for our clients and our company
- Assume good intentions of colleagues and clients
- Communicate directly and respectfully

Duties and Responsibilities

Description	% of Effort
Project management <ul style="list-style-type: none"> • Develop project plans and timelines, assign tasks, and monitor progress. • Identify and manage project resource needs and goals - strategies, staffing, scheduling, issue resolution, contingency plans, communication plans, and change control. • Track contract compliance and alert senior management to risks • Alert management to risks, barriers, or unmet resource needs. • Ensure high quality products/deliverables are provided for review on time and within budget. • Train staff on project management best practices. • Guide team as they work with business stakeholders to define project scope, objectives, tasks, milestones, budgets, and measures of success and client satisfaction. • Forecast, manage, and report on project financials, planned vs actual project schedule, and resource utilization. • Provide weekly status reports 	60%
Develop client or internal materials, including the drafting of briefs, proposals, reports, and slide decks.	20%
Support business development and marketing tasks, as needed.	10%
Provide administrative support as requested. This may include scheduling, recording meeting minutes, setting up webinars, providing document management, and version control.	5%
Treat colleagues, clients and contractors with respect and kindness. Model company expectations for professional conduct that embodies CedarBridge mission, values, and principles.	At all times
Other duties as assigned.	5%

Qualifications

- Three to five years’ experience with project management, developing project plans and timelines, monitoring progress, and adjusting as necessary to produce high quality deliverables on time and within budget
- Excellent experience in a client-facing role and working in cross-functional teams towards common goals; consulting background is a plus
- Demonstrated excellent written and verbal communications
- Strong analytical skills, attention to detail, and verbal and written communications for technical and non-technical audiences
- Excellent knowledge of project management techniques and tools
- Ability to lead, participate in and contribute to a high-performance team including shared project leadership, multidirectional communications, and developing high quality products on time and within budget
- Experience presenting data in meaningful formats, including graphs, tables, and other formats

- Advanced skills with Microsoft Office Suite of products for business, including Microsoft Word, PowerPoint, Excel, and Project
- Intermediate to advanced skills with other software applications is a plus
- Self-directed and accountable with excellent time management and organizational skills
- Knowledge of health information technology, and/or health policy is a plus
- PMP or PMI Certification is a plus

Salary and Benefits

CedarBridge Group offers competitive salaries, commensurate with experience, and provides employees with a generous package of benefits, including health and dental benefits, a company-sponsored 401K plan, an employee stock option plan, and flexible PTO policies. We also offer the opportunity for employees to earn performance bonuses and commissions for contributing to the success of our company.

Working Conditions

CedarBridge conducts our business in a virtual work environment. Our employees work from home or in shared workspaces across time zones and geography. This requires all employees to be comfortable with and able to use computers, software, the Internet, and telecommunication devices effectively and efficiently to achieve business goals and objectives. Employees are expected to be able to access the Internet and telecommunications from wherever they choose to work from. CedarBridge respects the professional time management of employees to accomplish assignments and produce consistent, high quality products on time, and participate in scheduled meetings with clients and colleagues. We demonstrate our respect by offering reasonable flexibility in work schedules and personal time off. At times, employees may be required to work beyond normal business hours to meet deadlines or accomplish goals, but we encourage and support employees in maintaining healthy work/life balance.

Because CedarBridge is a consulting firm, employees may be expected to travel to meet client goals and objectives as requested.

Physical Requirements

Employees must be able to use computers, software, and telecommunication devices to conduct work activities efficiently and effectively in various physical environments. Ability to accommodate variations in time zones for business meetings is expected.

Direct Reports

Not applicable.

Budgetary or Financial Authorities

Not applicable.

To Apply

Please send your letter of interest and resume, with three (3) professional references to:

info@cedarbridgegroup.org