

TITLE: MANAGER, PFF CARE CENTER NETWORK (CCN)
REPORTING RELATIONSHIP: VP, Research and Development

JOB LOCATION: Chicago

TRAVEL REQUIREMENTS: Occasional travel to PFF conferences, and CCN meetings and CCN centers for oversight and monitoring.

The PFF Center Network (CCN) is a group of 68 medical centers with expertise in the treatment of interstitial lung disease (ILD). Members of the CCN participate in many PFF programs and events. The Manager will be the primary point of contact for site personnel communications related to the CCN.

DESCRIPTION OF DUTIES: As the Foundation's CCN Manager, you will have all of the responsibilities and authority customarily attendant to such a position, including, but not limited to, the following:

- Independently communicate and guide CCN site personnel to address Network issues, answer questions, and provide support related to the conduct of the project
- Project manage the ongoing operations of CCN-driven working groups and teams, scheduling and leading calls, managing group documents, and ensuring adherence to group project timelines
- Manage efforts of consensus statement development teams, scheduling and leading calls, managing group documents, and ensuring adherence to group project timelines
- Manage CCN application and contracting process
- Lead development and production of annual reporting of CCN, working group and steering committees; and support develop of strategic plan documents and provide input on plans
- Lead complex-technical database system GIS (Geographic Information System) and REDCap projects, providing analyses and reports as directed by VP, Research and Development
- Update internal policies and procedures as necessary for CCN business operations processes. Communicate with the CCN and PFF regarding updates to all policies, procedures
- Lead specific analysis projects utilizing unique judgment and skill
- Supervise CCN Coordinator's day to day workload and activities including but not limited to:
 - Delegate and oversee assignments to CCN Coordinator(s)
 - Ensure that CCN Coordinator(s) maintain accurate records for all CCN contracts, within their assigned portfolios.

- Support the VP, Research and Development with the overall administration of the CCN which includes, but is not limited to:
 - Maintaining program files and contacts
 - Administering evaluation
 - Developing and facilitate distribute meeting agendas for CCN team calls or meetings, with assistance from PFF CCN Coordinator
 - Assist with development and implementation of CCN outreach and expansion, as directed by the VP, Research and Development
- Provide support as needed to the VP, Research, Senior Medical Advisors, and the CCN Steering Group chair
- Provide operational guidance to CCN Leadership and working groups
- Assist Senior Medical Advisor(s) with CCN-related content development
- Perform duties related to management of sponsored grants for the CCN and CCN-related projects
- Assist with preparation of necessary reporting for sites, sponsors, and PFF Leadership, including the Board of Directors
- Assist Program team with coordination of patient education events at CCN sites
- Assist with planning and execution of annual meetings (e.g. Summit, Volunteer Meetings) and quarterly CCN meetings
- Respond to inquiries from site personnel in a professional, timely manner
- Maintain positive working relationships as a team player through problem solving issues, speaking positively about others, listening attentively and observing the rules and regulations per the PFF personnel handbook
- Work well as a team member with positive and timely written and verbal communication, including sharing information, up, down and laterally

POSITION QUALIFICATIONS:

- Minimum of Bachelor's Degree
- Superior self-management skills with the ability to prioritize multiple projects with a moderate level of supervision
- Strong organizational abilities
- High degree of creativity, energy, initiative, and attention to detail

- Sound decision making skills, reflecting effective establishing of priorities in a fast-paced environment with rapidly changing priorities
- Deadline driven, incorporating effective planning and time management strategies that support collaborative delivery of results
- Effective verbal and written communications skills, reflecting an understanding of the appropriate use of communication technologies and an appreciation that different audiences may require their own approach
- Effective delegation skills and oversight of direct reports
- Excellent interpersonal, presentation, and persuasive skills
- Comfortable multi-tasking in a matrix reporting structure
- Mastery knowledge of Microsoft Office
- Proven experience working within *complex* database systems to manage information
- Previous experience involving research in a medical environment is desirable
- ***Critical thinking skills for analysis and sensitive communications to patients and their families***