

PFF Registry Project Manager

Job Summary:

The Project Manager will manage projects related to the PFF Registry, a disease registry comprised of patients, families, and caregivers impacted by pulmonary fibrosis.

Duties/Responsibilities:

- Work collaboratively with relevant partners and across internal departments to achieve key goals and objectives. Monitor and follow-up with all appropriate departments on project development.
- Coordinate and manage assigned projects on time, to specifications, and with accuracy and efficiency. Outline the tasks involved in the project and delegates accordingly. Communicate expectations regarding processes and timelines to internal and external stakeholders.
- Conduct risk assessments; reports identified risks to management; provides recommendations for mitigation of risk including termination of the project, if appropriate.
- Manage associated project budgets, including conducting costs analyses and estimating expected costs for the project.
- Maintain working knowledge and awareness of the resource environment and data analytics to help develop a multi-year resource strategy. Monitor and research trends, market changes, and competitor analysis in disease registries.
- Run reports and collect data on completed project to facilitate evaluation of impact and effectiveness and to improve ongoing processes.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills and ability to process and manage data
- Ability to prioritize tasks and to delegate them when appropriate.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree in related field, which may include STEM, policy, public health, or health administration.
- At least three years of related experience required.
- Understanding of the US healthcare system
- An ability to work with volunteer patients, families, caregivers, and health care professional on complex issues and represent the specialty when necessary.
- PMP, PgMP, CAPM, and/or comparable project management certifications highly desirable.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.