



## **JOB DESCRIPTION**

**JOB TITLE:** Program & Events Manager

**POST DATE:** 4/1/19

**CLOSE DATE:** Open until filled

### **JOB SUMMARY**

Under the direction of the Vice President, the Program & Events Manager is responsible for executing the Patient Safety Movement Foundation's vision of eliminating preventable deaths in hospitals by 2020, working with stakeholders across the world. This position requires commitment to the advancement of patient safety along with a passion for innovative and unconventional work.

The primary purpose of this position is to expand the footprint of the Foundation through coordination of a wide range of programs and events. The Program & Events Manager is responsible for all organizational operations related to the following departments: marketing, partnership development, fundraising, as well as the planning and execution of two international events per year.

### **PRIMARY RELATIONSHIPS**

The position reports to the Vice President. Within the organization, the position has primary working relationships with the Chairman, Vice President, Director of Development, Partnerships Manager and volunteers. Outside the Foundation, the position coordinates with consultants, key stakeholders and partners.

### **KEY FUNCTIONS & RESPONSIBILITIES**

- Adhere to the mission statement and execute the vision for the Foundation as determined by the Board of Directors.
- Assist in determining the resources necessary to complete projects (time, money, personnel, etc.).
- Create detailed work plans which identify the activities needed to execute successful programs and events.
- Monitor progress and make adjustments as necessary to ensure success of programs and events
- Evaluate program and event data, presenting results to team
- Evaluate current systems to improve project operations to meet project deliverables
- Coordinate and manage any or all tactical/executional aspects of a wide range of projects including (but not limited to):
  - Educational opportunities such as webinars
  - Filming of stories to support programs and events, and travel to support the crew
  - Website development projects to enhance the understanding of the Foundation's mission
  - Marketing support
  - Public relations (including social media) support
- Supervise, coach and mentor program and event staff and/or volunteers
- Report and escalate to management as needed
- Perform other duties or special projects as they arise, as assigned



## **MINIMUM & PREFERRED QUALIFICATIONS AND EXPERIENCES:**

### **MINIMUM QUALIFICATIONS:**

- At least two years working in healthcare or related field
- The candidate must have a high level of adaptability and out-of-the-box thinking, and be comfortable with re-designing workflow processes based on emerging results.
- Thrives in a fast-paced environment
- Requires a mature individual who possess excellent interpersonal, organizational and time-management skills.
- Exceptional and demonstrated communications skills are essential.
- Must be detail oriented and able to balance multiple priorities and projects.
- Must be a self-directed problem solver with advanced analytical skills.
- High level of professionalism and integrity
- Demonstrated ability to coordinate activities of various individuals and teams.
- Willingness to travel a moderate amount of time (10-20% domestic; 5% international) mostly to conferences and filming of patient/provider stories.
- Superior written and oral communication skills, including the ability to develop promotional and explanatory material geared to specific constituencies.

### **REQUIRED SKILLS**

- Bachelors' degree (B.A. or B.S.) with an emphasis in health, communications or other related field; or at least four years of experience working in a health, nonprofit, social services or marketing field; or equivalent combination of education and experience.
- Must be fluent in Microsoft Excel and Word software applications, as well as possess a high level of capability with PowerPoint.
- Experience coordinating high-profile events >300 attendees
- Experience with website editing through WYSIWIG platforms like Wordpress
- Familiarity with web-based management tools and social media tools.
- Comfortable publicly presenting the mission and vision of the Foundation.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

This position primarily works in an office environment. It requires frequent sitting, standing and walking. Daily use of a computer and other computing and digital devices is required. May stand for extended periods when facilitating meetings or walking in the facilities. Some local travel is necessary, so the ability to operate a motor vehicle and maintain a valid Driver's license is required.

The physical demands of the position described herein are essential functions of the job and employees must be able to successfully perform these tasks for extended periods. Reasonable accommodations may be made for those individuals with real or perceived disabilities to perform the essential functions of the job described.