**Mass General Brigham**

**Program Manager, Network Development**

**Job Title**: Program Manager, Clinical M&A and Strategic Alliances **Date:** June 2021

**Job Code**: 005456

**Department/Unit/Section**: Network Development

**Reports to:** Vice President, Clinical M&A and Strategic Alliances

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| ***General Summary/Overview Statement*** |

Members of the Mass General Brigham Network Development team work collaboratively across the organization to develop, source, nurture and grow relationships that will benefit the system and each of its members. In addition to ensuring existing clinical relationships are effectively managed, MGB will pursue new partnerships to meet the needs of hospitals, physician organizations, departments, centers, and the system overall. MGB will need to strategically and efficiently evaluate potential targets for mergers and acquisitions, joint ventures, affiliations and other partnership models. This network development function will assess which relationships will be most valuable to MGB and its entities, vet potential partners, identify optimal deal structures, execute agreements, and collaborate with planning and implementation teams across the system. It will focus on capability building by implementing standardized workflows and processes.

Reporting to the Vice President, Clinical M&A and Strategic Alliances, this high impact and high visibility role will manage both short and long-term, cross-system projects and processes. These projects will require strong project management, relationship management, and analytical skills. The Program Manager will work independently under the guidance of the Vice President and coordinate with stakeholders across the Mass General Brigham system, including but not limited to clinical teams, finance, legal, human resources, and marketing, to ensure workstreams are advanced.

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| ***Principal Duties and Responsibilities*** |

* Manage projects of various scope related to network development opportunities, acquisitions, affiliations, and strategic alliances; provide project management support for work groups and committees led by Vice President
  + Plan, manage, and coordinate projects, including activities such as: definition of project scope and objectives, management and status reporting tools, implementation, post-implementation/on-going support, project administrative activities, and documentation, including but not limited to the project plan, meeting agendas, meeting minutes, and decision documents
* Support the assessment of key Network Development relationships to evaluate the health and performance of affiliations; build dashboards to monitor performance; recommend where there may be opportunities to strengthen relationships
* Manage the pipeline of new opportunities, acquisitions, and affiliations
* Support the execution of new and established partnerships working with the Vice President and clinical and functional leaders
* Perform basic business/financial analyses and conduct market research and competitive intelligence to understand and size network development opportunities, evaluate potential partnerships, define scope and value proposition, etc.
* Prepare concise, creative, professional summaries of analyses and plans for members of senior leadership and others, as appropriate
* Present findings to all levels of staff, targeting the presentation towards the knowledge level and needs of the audience
* Keep current regarding trends in the health care field, including participation in professional development activities and maintain affiliations to keep abreast of trends/changes, regulations and legislation in the field of health care planning and network development
* Use the Mass General Brigham values to govern decisions, actions and behavior: Patients, Affordability, Accountability & Service Commitment, Decisiveness, Innovation & Thoughtful Risk; and how we treat each other: Diversity & Inclusion, Integrity & Respect, Learning, Continuous Improvement & Personal Growth, Teamwork & Collaboration
* Other duties as assigned

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| ***Qualifications*** |

* Bachelors required and Masters (e.g., MBA, MPH, MHA) strongly preferred
* Required: At least 5 years of progressive experience in health care management
* Preferred: Experience in business development, relationship management, project management, analytics in a hospital and/or similar academic medical center environment

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| ***Skills/Abilities/Competencies*** |

* Strong project management and organizational skills
* Solid analytic skills and financial acumen
* Excellent interpersonal, verbal, and written communication skills
* Proven ability to work with senior leadership and with other staff across a complex multi-entity organization
* Capable of working independently as well as collaboratively at all levels of a complex organization
* Dedication to high quality service and attention to detail
* Ability to coordinate and facilitate cross team / multi entity meetings
* Demonstrated ability to lead all aspects of complex projects
* Proven ability to interact with others in a positive and responsive manner to build consensus through negotiation and diplomacy
* Flexible and adaptable within a fast-paced, complex, multi-site environment with changing requirements
* Understanding of healthcare industry and financial terms and concepts

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| ***Work Setting*** |  |  |

* Office setting, with local travel between Mass General Brigham sites
* Some US-based travel may be required

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| ***Supervisory Responsibility*** |

* No direct reports, but able to manage indirect resources who are participating in projects

If interested, please send a cover letter and resume to Susan Fahmy at sfahmy@mgh.harvard.edu.