



## **PQA POSITION DESCRIPTION**

**Title:** Project Manager, Performance Measurement and Research

**Supervisor:** Senior Director, Performance Measurement

**FLSA Classification:** Full-time; Exempt

**Location:** Alexandria, VA (hybrid) / Remote

### **About PQA**

The Pharmacy Quality Alliance, PQA, is a national quality organization dedicated to improving medication safety, adherence, and appropriate use. A measure developer, researcher, educator, and convener, PQA's quality initiatives support better medication use and high-quality care. A non-profit organization with 175 diverse members across healthcare, PQA is a unique alliance in healthcare. It brings pharmacies, health plans, health care providers, pharmacy benefit managers, biopharmaceutical companies, technology vendors, government agencies, and others together to build consensus and collaborate to improve medication use quality.

### **POSTION OVERVIEW:**

The Project Manager supports Performance Measurement and Research (PMR) with management of ongoing projects and collaborates with all functional areas at PQA including Finance, Operations, Engagement, Education, and Convening.

The Project Manager supports multiple project activities concurrently and timely delivery of high-quality project deliverables through coordination of resources, logistics management, administrative tasks, engaging professionally with PQA staff and external stakeholders, and leading coordination of stakeholder communications related to project outreach. Other key activities of the Project Manager include identifying and communicating project risks, assisting with project tasks and deliverables, and contributing to continuous quality improvement.

The Project Manager also supports and collaborates with all PQA staff and teams to ensure that PMR activities are aligned with PQA's mission and priorities, responsive to the needs of PQA's multi-stakeholder membership, and effectively disseminated to members and other relevant health care stakeholders.

### **ESSENTIAL RESPONSIBILITIES:**

- Project Planning
  - Support Senior Directors in defining the scope, objectives, and deliverables by coordinating input, ensuring clear documentation of project needs and key decisions, and ensuring alignment across stakeholders.

- Assist in gathering project-related requirements and communicating with stakeholders and team members to ensure alignment and clarity.
- Apply good analytical, organizational, and problem-solving skills, as well as basic knowledge of project management methodologies and tools.
- Project Execution
  - Support Senior Directors in implementing project plans and ensuring project deliverables are completed on time, and according to quality standards.
  - Responsible for coordinating, documenting, and monitoring the activities of project teams, vendors, and contractors, as well as reporting on project status and progress to project leads and other stakeholders.
  - Monitor project risks and work with project leads/Senior Directors to develop mitigation strategies as needed.
  - Anticipate barriers to execution and proactively work with team to identify solutions before they create delays.
  - Support continuous improvement efforts by analyzing project workflows and identifying inefficiencies or bottlenecks.
- Project Closure
  - Identify project outcomes, evaluating the project performance and documenting the lessons learned.
  - Assist in handing over project deliverables to the client or sponsor, closing project contracts, documenting completion, and celebrating project success with the team and stakeholders.
  - Develop post-project reports highlighting key successes, challenges, and strategic takeaways.
  - Facilitate cross-team after-action reviews to improve project execution and collaboration over time.
- Other duties as assigned

## **QUALIFICATIONS AND EXPERIENCE:**

### **Minimum Job Qualifications and Skill Sets**

- Bachelor's degree in healthcare related field, business administration, or project management.
- 2 years of experience in project management roles managing multiple projects concurrently
- 2+ years of professional work experience.
- Working knowledge of project management methodologies, project management software, and project management tools (e.g., Monday.com, Smartsheet, Microsoft Project)
- Understanding of risk management principles and techniques to handle project changes and ensure smooth transitions.
- Strong verbal and written communication skills.
- Ability to articulate and translate complex and technical concepts to a wide variety of individuals and audiences.
- Effective problem-solving skills to identify issues, analyze root causes, and develop effective solutions.

- Ability to perform independently in a fast-paced environment under general supervision.
- Collaborative and supportive mindset.
- Highly organized, efficient and detail oriented.
- Committed to excellence, standards, and high-quality results.
- Proficiency with the use of Microsoft 365 applications including Outlook, Excel, SharePoint, Teams, and PowerPoint.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is regularly required to stand, sit, talk, hear and use hands and fingers to operate a computer and telephone.
- Close vision requirements due to computer work.
- Standard office environment

## TRAVEL:

Occasional travel to attend the PQA Annual Meeting, Leadership Summit, and internal team meetings.

## APPLY:

Sponsorship is not available.

Interested candidates should submit a letter of interest accompanied by a resume or curriculum vitae to [careers@PQAalliance.org](mailto:careers@PQAalliance.org). Please include your salary requirement in your cover letter. This will help us ensure alignment early in the hiring process.

***This job description does not imply that the stated requirements are the only expectations for the job. Incumbents are expected to perform any other duties that may be assigned. PQA has the right to revise this job description at any time. PQA is an “at-will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and PQA.***

## EEO Statement

PQA is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race (including traits historically associated with race, which includes hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, national origin, ancestry, religion (including any outward expression of religious faith, which includes adherence to religious dressing and grooming practices and carrying or displaying religious items or symbols), sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental

disability, genetic information (including testing and characteristics), marital status, military status (including status as a uniformed servicemember, a veteran, or dependent of a servicemember), or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.