



Optimizing Health by Advancing the Quality of Medication Use

PQA Position Description

Title: Senior Program Manager (Grant Writer)

Supervisor: Senior Director, Quality Innovation

FLSA Classification: Full-time/Exempt

Location: Alexandria, VA (flexible) / Remote

OVERVIEW

PQA, the Pharmacy Quality Alliance, 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 250 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.

The Senior Program Manager (SPM) advances PQA's mission by identifying and pursuing new funding opportunities, leading and executing the acquisition of medication use quality related projects, managing timelines and resources, and engaging with stakeholders. Other key activities of the SPM are ensuring high quality deliverables, understanding project interdependencies, and clear and consistent communication.

The SPM will collaborate with others across the organization including Performance Measurement, Research, Education, Engagement, and Convening and Finance and Operations. The SPM will partner with PQA staff to ensure that project acquisition initiatives are aligned with PQA's mission and organizational priorities, responsive to the needs of PQA's multi-stakeholder membership, and effectively disseminated to members and relevant healthcare stakeholders.

RESPONSIBILITIES:

- Identify and pursue new funding opportunities that align with the organization's mission and priorities
- Manage proposal development by conducting preliminary research, writing persuasive narratives, and coordinating execution across the organization
- Coordinate internal, funder and partner communications, outreach, and activities including development, initiation, and close-out between multiple projects and organizations

- Create, execute, and refine project workplans and timelines
- Provide detailed attention to project strategy, delegation, and implementation
- Ensure that all individuals on associated projects understand their role and responsibilities
- Monitor and support project execution
- Ensure compliance with supporting organizations' parameters
- Recognize and communicate project interdependencies
- Understand and illuminate cross-project resource management
- Identify project risks and mitigation strategies
- Ensure documentation of project progress, challenges, decisions, and milestone completion
- Approve accounts payables and receivables
- Assist with quality control processes
- Support after-action efforts to continually improve current and future projects
- Support PQA's overall mission to improve medication use quality
- Enhance relationships with stakeholders and key contacts
- Other duties as assigned

QUALIFICATIONS:

Required

- Bachelor's Degree or higher
- 3+ years grant writing and project management experience including managing timelines, resources, budgets, and partner engagement
- Strong organizational, prioritization, time management, problem solving, and communication skills
- Ability to effectively develop and manage a diverse, ongoing portfolio and pipeline of funded projects
- Familiarity with pharmacy and/or healthcare systems landscape
- Strong proposal and/or technical writing skills

Preferred

- Performance measurement or healthcare quality improvement experience

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The physical demands 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.

- Standard office environment
- 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.
- Documentation of full vaccination against COVID-19

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.

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.