

Director, Strategy and Development

Reports To: President & Chief Executive Officer

Description:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for this position. Reasonable accommodations may be made, upon request, to enable individuals with disabilities, who otherwise meet the qualifications, to perform the essential functions of the position.

Responsibilities:

- Participate on RIQI's Senior Leadership Team.
- Share ownership of RIQI objectives overall.
- Deliver CEO-discretionary initiatives, projects, analyses, and activities.
- Manage CEO-discretionary financials; deliver success criteria within budget constraints.
- Deliver on commitments per agreed timelines.
- As needed for CEO-discretionary efforts, manage staff, vendors, consultants, and/or temporary personnel.
- Be responsible for multiple, simultaneous initiatives/projects.
- Participate in the Senior Leadership Team's efforts toward continuous improvement in RIQI infrastructure (procedural, operational, technical).
- Represent RIQI within the community and nationally.
- Collaborate with Board members, RIQI Executive Leadership, and other Directors to achieve results and maximize RIQI-level efficiency.
- Collaborate with external organizations and initiatives to advance statewide goals for healthcare system transformation.

Role: Strategy and Development

Role Focus:

- Responsible for working closely with the CEO, COO/CIO, and Chief Medical Officer to drive strategic initiatives and advance RIQI's mission, vision, and strategic development.
- Define and manage projects associated with strategy and development.
- Contribute to management metrics processes and track status and progress of CEO-discretionary projects.
- Identify, prepare, and manage grant proposals.
- Contribute to driving primary initiatives of RIQI and define and manage CEO-discretionary projects to further primary initiatives.
- Contribute to the strategic facilitation of Board Committees (Executive, Nominating and Governance, Audit and Compliance, and RIQI Operations Oversight, as well as others as appropriate).

Organizational Interactions for Role:

Internally:

- Collaborate closely with the RIQI Board, CEO, COO/CIO, Chief Medical Officer, controller, technology director, communications director, project managers, and business/systems analysts.
- Leverage services of centralized functional units (e.g. Communications, IT, Operations and Corporate Compliance) to achieve business goals.

Externally:

- Work closely with the State of Rhode Island elected and appointed officials, key external stakeholders (e.g. hospitals, physicians, other providers, health insurers, consumers, employers, academia, etc.), the Office of the National Coordinator for Health IT (ONC), vendors, subcontractors, governance groups, and community groups.

Minimum Qualifications

Education and Experience

- Bachelor's degree in Business, Finance, Healthcare, or a related field, with a master's preferred.
- Demonstrated track record of experience and success in roles related to strategy and development.
- 7 years' work experience.
- Excellent presentation and communication skills, specifically writing skills.

Desired Qualifications

- Experience with large scale strategic change initiatives.
- Leadership skills.
- Experience dealing with executives.
- Analytical skills.
- Collaborative.
- Ability to be managed by objective.
- Self-starter; "can-do" attitude.
- Energetic with positive energy.
- "Metrics" mindset.
- Exposure to healthcare IT practices and industry.

Important Skills (not necessarily required):

- Experience in implementing Electronic Health Record systems and health IT.
- Experience in initiatives aimed at healthcare payment and delivery transformation.

Licenses and/or Specialized Knowledge:

None

Supervisory Responsibilities:

None

Work Environment:

This position will work in normal business office conditions.

Physical Demands:

The tasks of this position are typical for working in an office environment. An associate is regularly required to perform tasks while sitting at a desk, using normal hand dexterity. Mobility is required, including standing, moving about, and sitting. Occasional travel out of the office for meetings, etc. may be required. Good vision is required, including both close and distant objects. Must be able to maintain a good attendance record.

Prepared By:

Laura Adams

Date Revised:

January 15, 2012

The statements contained herein reflect information necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

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