

8/1/2007

The Clinical Business Development team at the Dana-Farber Cancer Institute is looking to hire an **Implementation Manager**.

#### Job Description

The successful candidate will support the planning and implementation of the Institute's business development initiatives, providing project management, business planning and analytic support for various constituents and efforts across the Institute and in partnership with the Dana-Farber/Brigham and Women's Cancer Center. These initiatives will include, but are not limited to, the enhancement of existing clinical programs, the planning of new programs at the Boston campus, and the expansion of the Cancer Center's clinical affiliation network. The Implementation Manager will have the following major responsibilities: Collaborate with clinical and administrative staff to provide project management support to aid decision making and planning efforts. Coordinate planning and implementation efforts across multiple departments (e.g., development, facilities, finance, human resources, information systems, etc.) Facilitate small work groups and develop recommendations for senior leadership to make key decisions. Assist in the development of business plans and implementation work plans for priority initiatives. Monitor, evaluate and report on the progress of priority initiatives across the Cancer Center. Develop approaches to answering business-related questions relating to market share, financial performance, patient volume and service utilization. These efforts will include collecting, organizing, analyzing and reporting the necessary quantitative and qualitative data.

#### Requirements

- \* BA or BS required, with Master's degree in relevant field preferred
  - \* Minimum of 3-5 years experience in business planning and/or implementation in a health care and/or consulting environment
  - \* Exceptional project management and organizational skills, with the demonstrated ability to drive multiple concurrent projects to completion in a complex, consensus-oriented environment
  - \* Excellent quantitative, analytic, and problem solving skills to evaluate all aspects of a problem or opportunity and make or facilitate appropriate and timely decisions
  - \* Superior facilitation, communication and customer-service skills
  - \* Ability to work closely and effectively with all levels of the organization
  - \* Intermediate to advanced proficiency in Word, Excel and PowerPoint.
- Experience with MS Project, Visio and MapPoint preferred

Please email Kelly Dougherty, MS '06 at [kellyd@post.harvard.edu](mailto:kellyd@post.harvard.edu) with any questions or with resumes.