Position Summary

CIBMTR Corporate Office Program Manager I

Purpose

Work independently, under the direction of the Corporate Office Program Director to manage the project and communication activities for the CIBMTR (Center for Blood and Marrow Transplant Research) Corporate Office. Provide direction and guidance to the team to facilitate the achievement of the Corporate Office goals.

Primary Functions

• Primary contact for the CIBMTR Corporate Office for both internal inquiries as well as external communications and negotiation.
• Develop and manage Corporate Office communication plan, including tracking deadlines and deliverables.
• Schedule people and material resources as required by the corporate portfolio and specific to communications.
• Collaborate with NMDP/BeTheMatch Biotherapies for communication and project-based deliverables.
• Coordinate MCW funding proposal process with CIBMTR Finance and Administration, Department of Medicine Office of Research and MCW Grants and Contracts.
• Collaborate with CIBMTR Finance and Administration to reconcile program budget, invoicing and close out of awards.
• Recruit and train corporate office staff as necessary.
• Manage the development of communication and project materials including educational materials, marketing materials, websites, forms, and reports.
• Oversee the collection, analysis, and dissemination of corporate office data.
• Develop, implement, and maintain comprehensive communication policies and procedures relevant to databases and files related to the Corporate Office.
• Facilitate internal and external meetings, site visits, and special events.
• Oversee training for internal Corporate Office collaborators.
• Coordinate and manage Corporate Office outreach activities including acting as a liason with industry organizations.
• Ensure communication data and progress are reported to Corporate Office stakeholders.
• Ensure compliance with regulatory and institutional policies.
• Participate in the development of corporate office resources through literature searches, contact with outside programs, and review of funding opportunities.
• Participate on appropriate committees relevant to the advancement of the program and the profession or area of research.

Knowledge – Skills – Abilities

Knowledge of technical, business, consultation, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills.

Organizational Structure
Building: CLCC
Department: Medicine
Division: CIBMTR
Reports to (Title): Corporate Office Program Director
Direct Reports (Titles):
Collaborates with (Titles): Corporate Office Program Manager, Business Operations, Finance and Administration, IT, Data Operations, CIBMTR Senior Leadership

Specifications
Appropriate education and/or experience may be substituted on equivalent basis
Minimum Required Education: Bachelor’s degree
Minimum Required Experience: 6 years
Preferred Education:
Preferred Experience: Program Management in healthcare and/or clinical setting
Field:
Certification: CITI training within 90 days of hire

Classification
Grade Name 16
Full-Time Equivalent 1.0
FLSA Status Exempt
FLSA Test Administrative
Workweek Full-time role with expectations for coverage during core business hours and flexibility required as necessary to accommodate business needs.
Job ID 263
Job Name Manager
Position Category Professional Services

Job Scope
Complexity – requires sound judgment; leads difficult and involved planning of initiatives
Impact – errors may result in extensive damage; constant attention to accuracy required
Autonomy – individual responsible for completion of work; seeks supervision as appropriate
Communication – involved in frequent conflict resolution; communicates with senior leaders
Responsibility – influences others
Confidentiality – confidential information used frequently to make decisions
Leadership – prioritizes work of others or may provide supervision

Physical Requirements
Work requires occasionally lifting moderate weight materials, standing, or walking continuously.

Risk Potential
Little or no exposure to hazards such as dust, fumes, or extreme temperatures, airborne or blood borne pathogens, extreme temperatures, or allergens.

Sensory Acuity
Ability to detect and translate speech or other communication required. May occasionally require the ability to distinguish colors and perceive relative distances between objects.

**Work Environment**
Occasional exposure to dust, noise, temperature changes, or contact with water or other liquids. Work is performed in an environmentally controlled environment.

**Performance Dimensions**

**Collegiality**
Exhibit confidentiality, honesty, and actions that build trust and strengthen relationships. Listen to others and effectively communicate in a clear and concise manner through written and verbal communication. Demonstrate respect and commitment to the values of diversity and equity; seek out and incorporate diverse perspectives into decision making.

**Excellence and Creativity**
Exhibit initiative and ingenuity by taking ownership of tasks to proactively improve services, avoid problems, or develop opportunities. Generate novel and valuable ideas to impact institutional missions. Identify and implement new methods to increase efficiency and quality.

**Education and Development**
Displays an ongoing commitment to continuous learning and self-improvement in one’s area of responsibility. Actively seek out mentorship and learning opportunities that can be applied to current and future work activities. Develop and maintain professional affiliations. Participate in design, development, and/or evaluation of instructional materials, methods, courses, or programs.

**Agility and Judgment**
Remain flexible and versatile in rapidly changing environment and adapt quickly to changing circumstances. Change behavioral style or method of approach when necessary to achieve a goal. Make timely and sound decisions based on analysis of information, experience, and logic. Show reliability and accountability in the successful completion of all work.

**Stewardship and Institutional Citizenship**
Support transformational change to achieve institutional vision and strategies. Be an active and thoughtful participant in institutional initiatives, meetings, and committee work. Conserve resources and use in an efficient and cost effective manner across all institutional missions. Look for ways to improve and promote quality within area of influence.
Disclaimers

Background Check
Employment in this position may be contingent upon successfully completing a background and criminal history check, caregiver background check in accordance with the Wisconsin Caregiver Background Check Law, physical examination, and/or driving record check.

Equal Opportunity Employer
The Medical College of Wisconsin is an affirmative action/equal opportunity employer and does not discriminate in hiring or employment on the basis of age, sex, race, color, religion, national origin, veteran status, disability, or sexual orientation.

Diversity and Inclusion
The Medical College of Wisconsin defines diversity as a commitment to recognizing and appreciating the variety of individual differences in an environment that promotes and celebrates individual and collective achievement. The diversity of MCW continues to be an important source of innovative ideas and creative accomplishments.

Confidentiality
Employees that have access to MCW, affiliate, subsidiary, or student data or Protected Health Information (PI), or research protected information are obligated to protect the confidentiality and proper use and access of this information in order to prevent loss, misuse, unauthorized access, unnecessary identification, or security breaches.

Completeness
This job description is not an employment contract and the Medical College of Wisconsin may modify this document at any time. This document is intended to indicate the types of tasks and levels of skill, effort, and responsibility required by positions assigned this title. This information shall not be construed as a declaration of the specific duties and responsibilities of any particular position. It is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of direct reports. The functions described are not to be interpreted as exclusive or all-inclusive of the various functions performed.

Effective Date: