



Center for Improving Value in Health Care (CIVHC)
JOB DESCRIPTION

Position Title: Manager of Program Evaluation
Reports To: Director of Health Care Programs
Job Classification: Exempt, Full-time
Salary: \$90,000-\$110,000

About CIVHC:

Center for Improving Value in Health Care (CIVHC) is an objective, not-for-profit organization. Through services, health data, and analytics, we partner with Change Agents to drive towards the Triple Aim for all Coloradans. We believe that together we can alter the trajectory of health care and we are privileged to serve those striving toward a better health system for us all. We strive to empower individuals, communities, and organizations through collaborative support services and health care information to advance the Triple Aim of better health, better care, and lower costs.

We are committed to working toward diversifying our staff, board, and committees, creating a culture of diversity and inclusivity with an intention to understand all viewpoints and reduce biases. We encourage individuals from all backgrounds to apply for open positions.

Overview:

CIVHC is in the process of launching a new Program Evaluation team. This team will be focused on using the data from the CO APCD and other sources to evaluate the impact and effectiveness of health care improvement efforts across the state of Colorado. We recently received philanthropic funding to build this program to sustainability in three years. This position will help determine the growth strategy and trajectory of the Evaluation team, and work with leadership on outreach efforts to communities and organizations across the state that could benefit from this service. The Manager of Program Evaluation will supervise the Evaluation team to ensure robust and timely planning, execution, and delivery of projects.

- Under minimal supervision, this position is responsible for the day-to-day operations, personnel, and financial management specific to the assigned program evaluation projects. Activities include: outreach to partners and community organizations; development of survey instruments and data collection tools; coordination of subcontracts, sites, and partners; resource allocation across multiple departments/organizations; and assisting analysts and other CIVHC team members with client relations. These projects may include: multi-center studies, longitudinal surveillance, post-implementation evaluation of new programs and service lines, and evaluation of effectiveness of interventions.
- This individual will work closely with the Director of Health Care Programs, Director of Research, and COO to build out the new evaluation program, including, but not limited to creation or alterations of a business plan for sustainability.
- This individual will be responsible for managing the Evaluation Analyst Team.



- This role will be a visible community member to other Colorado and nationally based organizations. The individual will require advanced skills in relationship building and maintaining strong, positive and collaborative partnerships.

Minimum Qualifications:

- Master degree preferred; Eight years program design and evaluation with management experience or an equivalent combination of education and relevant experience can be accepted in lieu of degree.
- Three years of experience with claims data
- Three years of management or demonstration of progressive leadership
- Experience working with big data in an enterprise data warehouse environment
- Comfortable working knowledge of multiple research methods and evaluation approaches.
- Coding and development experience using SQL, SAS.
- Strong understanding of health care systems and policy, including understanding of common healthcare intervention and transformation approaches.
- Excellent interpersonal skills, strong organizational skills, and ability to manage multiple projects effectively.
- High attention to detail and ability to contribute to multiple projects effectively and independently.
- Ability to demonstrate excellent work with minimal supervision.
- Ability to show initiative and be proactive in recommendations.
- Must be a critical thinker who can successfully troubleshoot and solve problems.
- Ability to prioritize tasks, learn research methods, and general research.
- Ability to mentor and guide other staff members.
- Experience working and developing solid relationships with diverse stakeholder groups.

Preferred and Essential Skills:

- Ability to communicate clearly about complex data topics including both written and verbal communication.
- Grant experience, including proposal development, grant writing, and grant management
- Familiarity with the Colorado health care landscape
- Project management and documentation
- Process improvement
- Research writing and publication
- Resource planning
- Creative, tenacious, and diligent with a strong sense of curiosity.
- Leadership, coaching, and ability to contribute to the CIVHC knowledge base

Benefits:

- 403(b) Retirement Plan
- Medical, Dental, and Vision plans
- Healthcare and Dependent Care Flexible Spending Account options
- Paid life insurance
- Short- and long-term disability coverage
- 9 paid holidays per year plus generous personal time off
- Company-paid parking



- On-site workout facility
- Excellent work-life programs, such as flexible schedules, and work-from-home options
- Employee wellness program
- Internal professional development opportunities
- Position may qualify for Public Service Loan Forgiveness Program. For more information, go to: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>

Physical Requirements:

- Ability to work at a computer for extended periods
- Ability to travel to and from meetings; some overnight travel may be required.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

Application Instructions:

Interested candidates should submit a cover letter and resume to careers@civhc.org. Please include the job title and your name in the email subject line. You will only be contacted if you are selected for an interview.