



## **MANAGER OF HEALTH INITIATIVES**

Novi, Michigan

Hybrid · Full-time

### **ABOUT THE JOB**

The manager of health initiatives will act as project leader for various health programs surrounding the areas of oncology, women's health, prescription drugs and other topics that are important to private health benefit purchasers. As a member of the Economic Alliance for Michigan (EAM) team, the manager of health initiatives will work within a team to brainstorm ideas and improvements and interact with community leaders, agencies and stakeholders in Michigan's healthcare ecosystem to address healthcare needs within the state. The position oversees community health projects from initiation to completion and will be responsible for creating and managing timelines and action plans. The position will be responsible for gathering expert input on project work and writing educational materials, communications, and summary reports for grant programs. The manager is responsible for ensuring that each project is successfully meets program specifications on time, and at or under budget.

### **RESPONSIBILITIES**

- Management of healthcare initiatives pertaining to the efforts of the EAM.
- Lead and manage health projects from initiation through delivery and monitor for continuous improvement.
- Create goals, timelines and action plans for each health project with a thorough report of outcomes and conclusions once project is completed.
- Advise EAM leadership with thoughtful recommendations.
- Represent EAM in the community in relation to health-related projects.
- Assist in soliciting sponsorships for funding EAM health programs.
- Write and manage grant proposals and programs.
- Develop written educational materials and email communications as needed.
- Review trends, data, and news sources to stay current on relevant issues
- Work within a team with special projects such as direct mailings, newsletter collaboration, disseminating information and event/conference planning and implementation.
- Facilitate multiple stakeholders to plan, problem-solve, and implement activities to address identified priorities.

- Develop and establish sound working relationships with business and healthcare leaders, community groups, agencies and other stakeholders for partnership and participation.
- Schedule and organize complex activities such as meetings, travel, and events.

## **QUALIFICATIONS**

- Bachelor's Degree. Master's Degree preferred.
- Project coordination experience.
- Experience in managing multiple tasks as once and achieving deadlines under pressure.
- The ability to work within a team and by oneself.
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Proficient in MS Office suite, Zoom, and other online meeting applications.
- Data use/data analytics experience.

## **OTHER DUTIES**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time or without notice.

## **SPECIAL AND PHYSICAL REQUIREMENTS**

- Lifts and moves materials weighing up to 20lbs.
- Spends time sitting, standing, and working.

## **TRAVEL**

5% Travel

## **ABOUT THE EAM**

Founded in 1982, the EAM is comprised of businesses and unions working together with one clear objective – continued growth of Michigan's economy by inspiring job growth and strengthen Michigan's competitiveness for attracting companies and talent. The EAM seeks to use the collective voice of Michigan's purchasers to serve as catalysts for change to ensure appropriate access to patient-centric, high-value healthcare. EAM's most recent initiative is Remember You – urging caregivers to prioritize their health – [www.rememberyourhealth.org](http://www.rememberyourhealth.org). Learn more about EAM at [www.eamonline.org](http://www.eamonline.org).

## **HOW TO APPLY**

To apply for the position, please send a resume and cover letter with possible start date to [eamcareers@gmail.com](mailto:eamcareers@gmail.com).