



Chicago Area Patient-Centered Outcomes Research Network

## Central Operations and Development Lead

We are seeking a highly motivated individual to lead operations, development, and engagement for the Chicago Area Patient-Centered Outcomes Research Network (CAPriCORN). CAPriCORN's mission is to develop, test, and implement policies and programs designed to improve health care quality, health outcomes, and health equity for the diverse populations of Chicagoland and beyond. We work closely with our Patient Community Advisory Committee (PCAC) to ensure priorities align with patient needs and goals. Since 2014, CAPriCORN has worked to put in place the infrastructure and processes necessary to create data sets comprised of high-quality, de-duplicated and de-identified patient information. CAPriCORN engages in sustainable, population-level patient-centered outcomes research.

### 1. Operational Leadership Responsibilities:

- Responsible for the effective and efficient day-to-day network operations
- Oversees award budgets for the network infrastructure and umbrella projects
- Leads Recharge Center operations, financials, and business development
- Owns network contracting and legal agreement oversight and facilitates conversations with network members
- Orchestrates and leads communications with partners, stakeholders, and network members for cross-collaborations and updates from the central team, including committees
- Provides oversight and support of the governance infrastructure
- Identifies and leads quality improvement and process improvement initiatives
- Provides high-level direction and leadership to develop strategic administrative and programmatic initiatives that meet the mission/objective of the network and sponsors
- Develops and implements evaluation metrics and both quantitative and qualitative performance measures
- Ensures programmatic and other reporting requirements are completed timely

### 2. Research, Development, and Engagement Responsibilities:

- Works closely with Steering Committee and Investigators to develop and implement strategic growth plan
- Oversees incoming business requests ranging from opportunities from pharmaceuticals, academic health centers, associations (AMA, AHA, etc.) and other organizations
- Enhances current engagements with local and national foundations
- Seeks new grants and funding opportunities for which CAPriCORN's data and network can be leveraged
- Participates in writing grant applications in coordination with network team members and external parties, as appropriate
- Works with leadership to increase visibility of network locally and nationally

### Successful candidates are expected to:

- Be able to manage a complex, multi-stakeholder collaboration
- Have working knowledge of multi-site studies
- Have knowledge of data standardization, data stewardship, and the nature of electronic health records (i.e. the limitations of data from this source)

- Demonstrate experience effectively managing a distributed workforce
- Have supervisory and management experience
- Have a mastery level of interpersonal and communication skills

**Successful candidates will:**

- Understand the details and streamlined communication needed for the CAPriCORN membership
- Be able to envision and put into action necessary organizational development and change management
- Facilitate collaboration and mobilize teams - facilitates open and effective communication, cooperation and teamwork within and outside of one's own team including stakeholder engagement and buy-in
- Value collegiality - helpful, respectful, approachable; builds strong working relationships and a positive work environment
- Take initiative - exhibits energy and desire to achieve; sets ambitious goals and acts decisively; takes action that no one has requested to improve or enhance job results and avoid problems.
- Meet deadlines - display consistency and success in adhering to deadlines
- Master multi-tasking - demonstrate the ability to work on multiple projects simultaneously
- Be organized - plan, organize and schedule in an efficient, productive manner; anticipate contingencies and pays attention to detail
- Demonstrate commitment to the engagement of patients, clinicians, and community stakeholders in the research process and, thereby, is able to speak the language of both researchers and patients
- Navigate risk evaluation and risk management
- Be comfortable in dynamic and rapidly evolving environments
- Be knowledgeable about project management resources, tools, and models
- Have successfully completed a master's degree in a related field from an accredited organization (MPH, MHA, MBA etc.) or have a combination of relevant education and experience

**Preferred Knowledge:**

- Experience working with the Patient Centered Outcomes Research Institute (PCORI)

CAPriCORN Central is managed through Northwestern University and the [Center for Health Information Partnerships](#). The successful candidate will join a dynamic research environment in the Chicago downtown medical campus with a highly collaborative team and a [welcoming and inclusive work environment](#). Our innovative spirit, empathetic collaboration, and willingness to get things done permeate our work lives. CHIP's values reflect the principles the team strives to uphold in our actions and collaborations. Interested candidates can apply by submitting a cover letter and resume to **Job ID #41116** on the Northwestern University [careers platform](#).

*Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, underrepresented racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.*