



Quality Improvement Program Manager Minnesota Perinatal Organization (MPO)

Position Description

Benefits/Details:

- Full-time, remote work position supporting the work of the Minnesota Perinatal Quality Collaborative (MNPQC)
- Supervised by the Executive Director
- Wireless connectivity allowance available, separate from compensation (including cell phone)
- Computer and software tools provided
- Flexible schedule with PTO available
- Other benefits are being developed (with input from employees) and offered including health insurance
- \$55,000 - \$60,000 starting annual pay range at 1 FTE (other FTE options can be discussed) Performance and benchmark compensation increases available annually

Why this job is important

Powering every successful nonprofit are dynamic vision, mission-motivated people, who help in the development strategies that engage our communities. MPO/MNPQC provides education, services, and resources to advance the mission pursuit of improving outcomes for Minnesota's birthing people and their infants. We're looking for a strategic colleague to help us continue and grow our mission and goals as a nonprofit. As the Quality Improvement Program Coordinator focused on organizational success, you'll play a central role in supporting some of the biggest opportunities for growth across our state.

How you will be spending your time

The Minnesota Perinatal Organization (MPO) is looking for a dedicated individual to organize, manage projects and volunteers, balance deadlines, and facilitate collaborative meetings supporting a statewide quality improvement (QI) organization, the Minnesota Perinatal Quality Collaborative (MNPQC).

- **Program Management:**
 - Work within a team to develop and coordinate activities of MNPQC and its initiatives; activities may include, but are not limited to, facilitating meetings,

processing data, preparing presentations and reports, and evaluating MNPQC and its initiatives

- Develop and maintain relationships with QI leaders in Minnesota and nationally
- Participate in idea development and grant writing for QI-related funding opportunities
- Attend monthly National Network of Perinatal Quality Collaboratives (NNPQC) meetings on behalf of MNPQC and communicate regularly with perinatal quality collaboratives (PQCs) throughout the nation
- Support with the planning and execution of MNPQC Member Meetings
- Communicate with external key partners regularly (both statewide and nationally)
- Contribute to the overall staff team to plan QI sessions/speakers for the MNPQC Annual Conference
- Lead dissemination of MNPQC work
- Contribute to the management of MNPQC communications, including coordinating content for MNPQC In the Know newsletter, manage MNPQC email, and other communications regarding MNPQC
- Recruit organizations for MNPQC membership and to participate in QI initiatives
- Engage public health partners, family advisors, and people with lived experience
- Contribute to grant reporting requirements as needed
- Contribute to the overall success and sustainability of MNPQC
- **Learning Collaborative Management:**
 - Facilitate monthly group learning calls for teams working on QI initiatives
 - Work with expert faculty members to plan content and keep them informed on progress of initiatives
 - Work closely with our QI Advisor to review QI data, plan monthly calls and create slide decks, and meet with teams individually
 - Provide individualized support to participating initiative teams
 - Provide oversight on learning collaborative evaluation plan
- **QI Initiative Coordination:**
 - Manage the lifecycle of an initiative, including helping with the selection and convening expert faculty, recruiting sites, standardizing measures, evaluating experience of participation, and other factors that lead to a successful initiative
 - Work with QI Advisor, Communication/Events Manager, and Executive Director to plan and execute learning sessions (in-person when possible)
 - Manage all communications with initiative teams (calendar invites, updating contact info, sending out meeting prep and follow-up)
 - Onboard teams to new initiatives

- Work with expert faculty members to plan content and keep them informed on progress of initiatives
- **General:**
 - Contribute to staff meetings and all-staff discussions
 - Contribute to the planning of organization-wide events, such as the MNPQC Annual Conference
 - Provide QI perspective in strategic planning for MNPQC
 - Other duties as assigned

What you are good at

- You're proactive, driven, and a self-starting individual
- You are strategic, prioritize effectively, and organized
- You're an effective communicator, and able to follow-up when needed
- You're up for anything and want to lend a hand wherever you can
- You're resourceful, eager to innovate in environments with sometimes constrained resources/time
- You're a team player, but work well autonomously

What you have done

- Managed projects, including tracking deadlines and tasks
- Ability to write across different program needs such as reports for grant requirements, content within resource development, and messaging to support communications
- Familiarity with the concept of quality improvement (QI), experience planning and facilitating meetings for a diverse audience, and an interest in continuing to learn
- Provided administrative support for team members as needed
- Experience in data management tools like Microsoft Excel
- Ability to schedule large, small, external, and internal meetings/webinars with tools like Zoom, google calendar, basecamp
- Ability to plan and coordinate meetings, webinars (virtual and in-person)
- Experience in office applications such as Zoom, Google and Basecamp
- Experience in financial and operation management
- Developed written and verbal communications for projects, reports and/or resources
- Other Requirements: Willingness to travel throughout Minnesota as needed for meetings and events. Must provide own transportation. Mileage reimbursement available.

- Three years professional experience of above minimum qualifications that a Bachelor's degree may substitute for one year experience and Master's degree may substitute for two years of experience.

Desirable

- Knowledge of evaluation methodologies
- Awareness of theories and techniques of qualitative evaluation, data analysis, and organization and management analysis
- Experience in health care administration, including program evaluation, planning, or quality improvement
- Formal training or certification in a quality improvement methodology, such as the IHI Breakthrough Series (BTS), CPHQ, LEAN, Six Sigma; or interest in/ability to receive formal training
- Knowledge of the role of health equity within clinical and/or community setting
- Advanced degree in public health or related field
- Five years professional experience in an organization like a nonprofit, health system and/or government agency

A little more about you

The MPO/MNPQC team is small but mighty, working collaboratively and energetically to advance multiple priorities simultaneously. The best fit for this position is someone who might describe themselves as:

- Passionate, hardworking, and self-motivated
- Curious and problem solver type of individual
- Flexible, comfortable navigating uncertainty and adapting to change
- Risk tolerant, open to trying new ideas, learning from mistakes, and continuously learning and improving
- Accountable, thriving on shared outcome-driven work in a collaborative environment
- Strategic and able to shift priorities based on day-to-day needs

Applying for this job

To apply for this job, send a digital file of your resume and an introductory letter to Susan Boehm, Executive Director at MPO, susan.boehm@minnesotaperinatal.org

Your introductory letter should be no longer than two pages and should clearly address the following questions:

- Why are you passionate about supporting the missions of MNPQC and MPO?

- In what ways are you meaningfully connected with and accountable to the communities you value? Define communities any way you'd like.
- In what ways do areas of difference in your background and experience influence how you approach your work?
- In what kind of work environment are you most productive as a team member and colleague?
- Why do you think you would be a good fit for this position?

MPO/MNPQC actively looking for people with a broad background of lived experiences and identities. We are committed to hiring a staff that is representative of the communities we serve, and strongly encourage candidates of all identities and experiences to apply for this position. You may also email questions to info@minnesotaperinatal.org if necessary

About MPO & MNPQC

Minnesota Perinatal Organization (MPO) was founded in 1974 as a multidisciplinary association of individuals and organizations dedicated to improving perinatal health. We provide up-to-date information on perinatal care practices, services, and technological advancements and a great opportunity to network with professionals from the region. Our Mission is to optimize perinatal health in Minnesota through education. MPO co-founded the Minnesota Perinatal Quality Collaborative (MNPQC) in conjunction with the Minnesota Department of Health. As a premier provider of perinatal healthcare education, MPO brings together doctors, clinics, public health, and hospital nurses, midwives, doulas, community organizations, and families and caregivers. Our unique multidisciplinary collaborations provide an opportunity for perinatal healthcare professionals from a variety of settings to meet and increase their knowledge and skills.

The Minnesota Perinatal Quality Collaborative (MNPQC) is a network of organizations, medical providers, content experts, and community voices led by Minnesota Perinatal Organization (MPO) in partnership with the Minnesota Department of Health (MDH). We seek to improve perinatal and infant health outcomes with an emphasis on improving health equity for all birthing people.

The MNPQC aims to provide the best, safest care for women and infants statewide with advanced, sustained, data-driven practices that result in improved quality care and reduced health disparities.

Equal Opportunity Employer