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Position Summary

CIBMTR Program Manager I

Purpose

Work independently, under the direction of the Center for International Blood and Marrow Transplant Research (CIBMTR) Business Operations Program Director and within the Business Operations team, and collaboratively with the CIBMTR Administrator, Program Directors and Scientific Directors to maintain and manage activities of CIBMTR Business Operations specific to program initiatives to promote a culture of excellence. Maintain and develop management structure and guidance to operational teams to facilitate the achievement of program initiatives and robust management of the project portfolio.

Primary Functions

- Within Business Operations, manage and facilitate the portfolio of projects related to CIBMTR program initiatives associated with federal grants/industry sponsors, and including project work involving CIBMTR operational areas.
- Develop and implement standard operating procedures.
- Develop processes to ensure quality deliverables and excellent customer service.
- Collaborate with CIBMTR NMDP staff and managers.
- Facilitate cross-operational area management of the project portfolio.
- Oversee coordination of project timelines including tracking deadlines for deliverables.
- Assist with development and management of all project budgets within the portfolio.
- Schedule people and material resources; assess resources needs as needed.
- Manage critical communication with internal leaders and external stakeholders.
- Manage promotion of program initiatives through the development of materials including educational materials, marketing materials, websites, forms, project plans and reports.
- Determine and oversee the collection, analysis, and dissemination project metrics for leadership reporting
- Manage the development, implementation, and maintenance of comprehensive databases and files related to track operations and deliverables.
- Manage oversight of internal and external meetings.
- Ensure metrics and progress are reported to CIBMTR leadership through written reports and verbal presentations.
- Ensure compliance with regulatory and institutional policies in contracting, budgeting and data sharing.
- Manage outreach activities including acting, as needed, as a liaison with external organizations.
- Oversee the development of resources through literature searches, contact with outside programs, and review of funding opportunities.
- Participate on appropriate committees relevant to the advancement of CIBMTR and the profession.



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: Clinical Cancer Center

Department: Center for International Blood & Marrow Transplant Research (CIBMTR)

Division:

Reports to (Title): Program Manager II

Direct Reports (Titles):

Collaborates with (Titles): CIBMTR Senior Leaders, Program Directors, Managers, Information Technology, Data Operations, Scientific Directors

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: degree in biologic sciences

Preferred Experience: Program management, healthcare, clinical

Field:

Certification: None

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.