

**California Transplant Donor Network**  
1000 Broadway, Suite 600  
Oakland CA 94607

**Title** Project Manager

**OPO** California Transplant Donor Network

**Position Description**

The Project Manager (PM) must be dedicated to supporting the mission of the California Transplant Donor Network to provide the opportunity to improve and extend lives through organ and tissue donation for transplantation. This position requires a proactive team player who must uphold the core values of the organization which include integrity, respect, honor of diversity, personal accountability, creative initiative, team work and excellence.

The PM serves in a business systems analyst's role. The job is to plan, design, develop, and launch efficient business and operations systems in support of core CTDN functions and business processes. This includes gathering and analyzing data in support of business cases, proposed projects, and systems requirements. The PM is responsible for coordination and completion of all problems and resolutions for software releases and to this end will perform a variety of tasks including managing deadlines, tracking responsibilities, monitoring, summarizing and reporting progress of projects. Also the PM will be responsible for developing and maintaining a CTDN master project list and reporting to management the overall status of projects on a regular basis. This individual will apply proven communication, analytical, and problem-solving skills to help maximize the benefit of CTDN system investments.

**JOB RESPONSIBILITIES:**

1. Responsible for learning and knowing all operations with CTDN's donor management software systems; Statline DonorTrac and Transplant Connect iTransplant. Also must keep up to date with vendor future changes and how they will impact the applications use at CTDN.
2. Will oversee administration, development and use of the donor management software systems for both organ and tissue programs. Responsible for managing software settings and coordinating with IT Department on all security matters.
3. Keep up to date with OPO industry direction and requirements. UNOS, CMS, AATB and EBAA
4. Works directly with the operational staff members or with their leaders to estimate effort, plan activities and negotiate consensus among individuals. Ensures that business objectives/requirements are clear and agreed to by all stakeholders.
5. Develop and maintain master project list for CTDN providing monthly reports to management.
6. Will be expected to generate a variety of documents including project specifications, schedules, project stakeholders/team members records, reports, and communication (e-mail) records, meeting agendas, minutes and status reports Creates and uses Gantt charts, spreadsheets or other appropriate tools planning and to report system and project status.
7. Responsible for coordination and completion of all problems resolutions software releases and to this end will perform a variety of tasks including managing deadlines, tracking responsibilities, monitoring and summarizing progress of projects.

8. Act as clearing house for all CTDN change requests to vendors, take end to end ownership of software releases:
  - a. Collect and organize CTDN system change requests
  - b. Vet requests for clarity and need.
  - c. Review all requests with stakeholders and Director to set prioritization and authorization
  - d. Submit change lists to vendor and get vendor verifications
  - e. Provide status updates and release schedules to staff and management
9. Ensures all software releases are deployed successfully. The PM is also responsible for generating and compiling reports based on the findings, complete with probable causes and possible solutions to systems issues.
10. Will identify situations where change of scope or requirements will involve additional time, resource or expense.
11. Call attention to functions and processes where efficiencies can be made and make recommendations.
12. Identifies, logs, analyzes potential and actual risks; taking corrective action by addressing day to day issues directly. Anticipate more serious issues and risks that may impact scope, schedule, quality and budget and alert Director of IT.
13. Provides end user application training as needed: collaborates with Learning and Development department for group training and online training support.

## Qualifications

Education:	Required: RN, PA, NP or MSN
Experience:	Required: Minimum 3 years Acute Care Patient Management experience <u>OR</u> Minimum of two years as Transplant Coordinator within an OPO  Preferred: Knowledge of OPO laws, regulations and standards preferred.
Certification/	Preferred: ACLS, PALS and BCLS certification. CPTC preferred, or to be obtained as soon as applicable.
License:	Required: CTDN requires employees to maintain a valid California driver's license and current vehicle insurance based on California minimum insurance coverage standards.

**Deadline for submissions** Applications accepted until position filled.

**Contact** Please send resume and cover letter to the Human Resources Department at [careers@ctdn.org](mailto:careers@ctdn.org). No phone calls accepted.

**Other** We offer competitive salary and comprehensive benefits, EOE. ONLY QUALIFIED APPLICANTS WILL BE CONSIDERED AND/OR NOTIFIED.