Project Manager

About HCCI

The Health Care Cost Institute (HCCI) is an independent, non-profit research institute located in Washington, D.C. with a mission to produce and promote research and analyses on the causes of rising U.S. health spending. HCCI maintains a national, multi-payer, longitudinal dataset covering 55 million lives containing data on the private health insurance market in addition to 134 million Medicare and Medicaid beneficiaries, altogether representing over half of the U.S. population. Researchers and policymakers use HCCI’s data to study the health care system, evaluate existing and new policies, and assess health care quality. HCCI’s own multi-disciplinary team of researchers produces reports of import to major stakeholders in health care in an academic but fast-paced, small start-up environment. HCCI partners on projects with multiple leading academic institutions around the U.S., collaborates with media organizations such as The New York Times, Vox, The Washington Post, NBC, and KHN, and provides insights and recommendations to national and state legislators. For further information, please visit our website at www.healthcostinstitute.org.

Join the Team that Drives the Debate on National Health Care Spending

We are looking for a Project Manager to join our dynamic team to advance HCCI’s mission. This position is ideal for candidates interested in managing short- and long-term projects with diverse groups of stakeholders including academic researchers, state and federal government agencies, technology vendors, and leading health services think tanks.

The Project Manager will

- Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with HCCI staff and external clients
- Attend all meetings for a state-level All-Payer Claims Database and ensure proper project documentation
- Analyze project progress and adapt scope, timelines, and costs to ensure that team adheres to project requirements
- Establish and maintain relationships with appropriate client stakeholders, third-party vendors, and researchers, providing updates on project status and changes
- Serve as the primary point of contact for current and prospective research teams
- Support, update, and refine researcher and applicant tracking systems
- Support HCCI’s organizational operational activities as needed (e.g. help write funding proposals, invoicing, etc.)

In our candidates, we look for

- Ability to work in a collegial and learning work environment
- Excellent organizational and time management skills and highly attentive to detail
• Organized, responsible, thorough, and able to manage multiple projects simultaneously
• Proactive, willing to learn, and able to work well under pressure and with minimal supervision
• Proven success managing teams with diverse skillsets and levels of experience
• Proven success improving and simplifying processes for documentation and information tracking
• Experience managing projects with government clients, preferably at the federal or state level
• Excellent written, verbal, and client-facing communication skills
• Desire to work in an exciting and all-hands-on-deck environment
• PMP Certification strongly preferred

You will be joining a hybrid team that works remotely as well as spending time in HCCI’s headquarters in Washington, D.C.

The annual salary for this position ranges from $65,000 to $75,000. HCCI also provides competitive salaries and benefits to full-time employees including a 403B retirement scheme with immediate vesting of a 10% employer contribution, health insurance, gym reimbursement, and other benefits.

Proof of COVID-19 vaccination is required for employment at HCCI.

To apply, please send a resume and cover letter to careers@healthcostinstitute.org noting “Project Manager” in the subject line.

For more information on HCCI, please visit www.healthcostinstitute.org.