

POSITION ANNOUNCEMENT

Director of Operations The Leapfrog Group Washington, DC

Summary

The Leapfrog Group, a highly visible national non-profit organization representing private sector purchasers of health care, seeks candidates for the position of **Director of Operations**, reporting to the CEO. The ideal candidate will bring structure and smart systems to a small entrepreneurial organization known for attempting the unprecedented and accomplishing the impossible. The ideal candidate will be passionate and determined to improve the quality and safety of health care in American hospitals, and confident and persistent in pursuing the highest performance standards--for the health care system, as well as for Leapfrog's own internal infrastructure. For more information visit Leapfrog: www.leapfroggroup.org

Job Description and Objectives for Performance

- 1. Systematize Leapfrog's administrative infrastructure to continually achieve a smooth-functioning operation poised for rapid growth.**
 - Supervise administrative staff and overall operations
 - Take inventory of office systems and filing, and undertake improvements
 - Improve financial and accounting infrastructure, including improvements to systems for recording receivables and building capacity to process a larger number of more diverse revenues, including grant funding and new product sales.
 - Maintain detailed records on budget performance and oversee the work of an external accountant
 - Develop and implement a dynamic strategic financial and operational plan
- 2. Motivate team members to demonstrate the persistence and innovation needed to achieve results.**
 - Promote cohesion, focus, and effectiveness among the core employees and contractors functioning out of three geographic locations.
 - Negotiate and manage contracts to assure cost-effective results from vendors.

- Structure the Leapfrog team to balance employee and consultant roles for maximum performance.
 - Ensure operational support for Leapfrog partners and members.
 - Review Leapfrog's human resources operation including protocols, procedures, orientation, and payroll processing to formalize processes and assure a competitive system for recruiting and retaining talent.
- 3. Oversee hosting of meetings that are creative and stimulating for participants and well-planned in every detail.**
- Oversee planning of the Member Annual Meeting, consortium meetings, and other advisory board meetings to reflect Leapfrog's reputation for excellence.
 - Structure and systematize meeting planning operations and staffing as needs grow.
- 4. In collaboration with the leadership team, develop and structure business initiatives to most effectively sustain the Leapfrog mission.**
- Evaluate pricing and product packaging for the Leapfrog Hospital Rewards Program and set up a plan for managing distribution and revenues.
 - Structure strategic business models for other initiatives, including the Consortium on Computerized Provider Order Entry, new and/or potential grant-funded projects, and other opportunities.
- 5. Lead assigned high-priority projects with precision and persuasion.**
- Articulate a strong analytic understanding of projects and how they fit with Leapfrog's mission.
 - Lead the start-up phase of new projects to stabilize them and secure appropriate staffing and operational supports.
 - Represent Leapfrog at select speaking engagements and external meetings.
- 6. Initiate strategies and offer informed advice on the organization's strategic direction.**
- Identify opportunities and hazards in the future and advise CEO on needed actions.
 - Develop contingency plans for new ventures and other strategies.

Requirements

Full-time position based in the Washington, DC office. Candidates should have 3-5 years leadership experience with proven accomplishments, especially related to finance and operations. Minimum of a bachelor's degree required. Experience and knowledge of health policy preferred.

Application Procedure

Send resume and cover letter highlighting relevant key accomplishments to:

Katrina Johnson

The Leapfrog Group

1150 17th Street NW Ste. 600

Washington, DC 20036

KJohnson@leapfroggroup.org



POSITION ANNOUNCEMENT

Project Coordinator The Leapfrog Group

The Leapfrog Group seeks candidates for the position of Project Coordinator to support the operations of the organization as part of a dynamic and energetic staff. For more information on The Leapfrog Group, visit www.leapfroggroup.org.

POSITION SUMMARY:

The Project Coordinator is responsible for scheduling, coordinating, and overseeing various projects to help advance Leapfrog's mission to improve the quality of health care. Candidates must be able to develop a project plan and timeline, assist with program development, and write reports as needed.

The Project Coordinator will also provide assistance to senior management in conducting health industry research and prepare proposals and testimonies as assigned. The successful candidate will take an active role in collaborating with The Leapfrog Group team to synchronize project activities, logistics, and outreach activities.

REQUIREMENTS:

Requirements include 2 to 3 years of experience in project coordination and meeting planning with a Bachelor's degree in a related field (Public Health, Health Administration, Bachelor of Science) or a related degree. Excellent written and verbal communication skills are required, MS Office proficiency, and the ability to conduct significant research. Candidates must have the ability to handle multiple projects and priorities. Experience working in the healthcare industry strongly preferred.

Interested candidates should e-mail a cover letter, resume, and a writing sample to:

info@leapfroggroup.org

No phone calls please.