

UW HEALTH JOB DESCRIPTION

Program Coordinator, Business Development

Job Code: 450030	FLSA Status: Exempt	Mgt. Approval: P. Rossing	Date: April 2024
Department: Strategy Office - Business Development		HR Approval: B. Haak	Date: April 2024

JOB SUMMARY

Under the general direction of the Senior Director, Business Development and Growth, the Program Coordinator, Business Development will hold key business development responsibilities required to support the growth of prioritized clinical programs both in UW Health's core markets and in the region by identifying, managing, and executing external partnerships including mergers, acquisitions, clinical co-management agreements, joint ventures, joint operating agreements. The Program Coordinator, Business Development will monitor external market dynamics and connect with other hospitals and systems to identify new growth opportunities that align with UW Health's strategic and geographic growth priorities.

In addition, the incumbent will develop polished presentation materials, create stakeholder communications, prepare external pitch materials, and maintain executive dashboards and reporting.

MAJOR RESPONSIBILITIES

Partnership Development

- Oversee and maintain Mergers & Acquisitions, partnership, and business development related projects and initiatives.
- Manage all phases of opportunity development including origination, initial analysis, opportunity development, due diligence, contracting, implementation planning, and execution.
- Interview project team members and stakeholders to develop work breakdown structures & project plans.
- Manage execution to established milestones, appropriately escalating barriers affecting the project timeline.
- Translate project goals into outcome-oriented initiative plans, including performance metrics, risk management plans, and communication plans.
- Monitor external environmental, mergers, and acquisitions related activity to identify additional, prospective partners.
- Analyze partnership and regional opportunities for alignment with UW Health's clinical, strategic and growth priorities.
- Develop business value proposition materials and presentations identifying and prioritizing relationship synergies across functional areas, driving cost savings, revenue enhancements, and operational improvements.
- Manage, support and coordinate due diligence of partnerships and acquisitions identifying risks and considerations to be included in post-transaction integration planning.
- Manage, support, and coordinate post-transaction integrations strategy and planning including organizing working teams, developing 120-day execution plans, day 1 communication plans, synergy dashboards. Requires coordination with various departments including finance, legal, HR, IS, operations, marketing, and clinical leadership.
- Document and continuously evolve partnership development and post-transaction processes and best practices to enhance future efforts and optimize outcomes.

Communication

- Develop documentation, presentations, proposals, and partnership materials to external stakeholders and leadership at potential partner organizations that "tell the story" in a clear and effective manner.
- Maintain executive partnership status reports and dashboard.
- Plan and facilitate meetings with internal and external stakeholders including executive steering meetings.
- Proactively communicate with colleagues in the Strategy Office and others in key internal roles related to ongoing work to ensure alignment.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Health Care Management, Business Administration, Project Management, or related field. Four (4) years of relevant experience may be considered in lieu of degree, in addition to the experience below.
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	Preferred	Master's or advanced degree in a relevant subject area such a health care management, business administration, project management, or related field
Work Experience	Minimum	Four (4) years of demonstrated success in managing complex projects in a healthcare environment
	Preferred	Two (2) years of success in management consulting, managing business development, M&A transactions, partnerships, or similar experience.
Licenses & Certifications	Minimum	
	Preferred	Project Management Institute Project Management Professional (PMP) certification or University certificate in Project Management. Certification or training in partnership development or mergers and acquisitions (M&A).
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Superior hands-on analytical skills • Compelling written and verbal communication skills, including the ability to construct and convey an executive level narrative describing M&A and partnership status and impact in realizing benefits • Understanding of M&A principles, processes, and best practices • Effective organizational, planning and project management abilities. • Ability to function independently and deal with multiple, simultaneous projects. • Ability to manage multiple tasks with ease and efficiency. • Ability to make good judgments in demanding situations. • Ability to react to frequent changes in duties and volume of work. • Effective interpersonal skills, including the ability to promote teamwork. • Strong problem-solving skills. • Excellent communication and persuasive interpersonal skills to include the ability to negotiate and resolve conflicts and build teams as well as coordinate activities across the enterprise. • Demonstrated creativity and flexibility. • Ability to operate in high-pressure situations. • Experience in financial and programmatic presentations. • Self-starter with a willingness to try new ideas • Positive, can-do attitude coupled with a sense of urgency • Good judgment and ability to act decisively at the right time • Effective communication skills both in written and verbal presentation with a communication style that is open and foster trust, credibility and understanding. • Ability to create win/win solutions and relationships

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.