



# Implementation Consultant

## Mission of our Organization

NPA's mission is to provide leadership and support for the growth, innovation, quality and success of the Programs of All-Inclusive Care for the Elderly (PACE) model of care.

## What We Seek

NPA seeks a consultant to successfully lead NPA through an organizational transformation by implementing the recommendations from the recent organizational assessment. The consultant will manage change through a learning model, soliciting feedback and evaluating the implementation plan after reaching major milestones, adjusting as needed. The consultant will prioritize transparency throughout the transformation. The consultant will collaborate with, and provide support to, the senior leadership team. The consultant will ensure timely execution of the implementation plan while maintaining a thoughtful, measured approach. This position is a limited-term, one year appointment.

## Sample Responsibilities

- » Translate organizational transformation into an actionable implementation plan including specific milestones, deadlines, and deliverables.
- » Organizational Restructure -
  - Continue re-defining teams based on functional roles.
  - Assess the needs and make recommendations to better align functional areas with NPA's strategic objectives.
  - Lead change management.
- » Hiring and Training -
  - Collaborate with HR and administration department personnel to ensure staffing and employee development aligns with the restructuring recommendations and the future state of NPA.
- » Systems and Processes -
  - Partners with teams across the organization to develop procedures to enhance efficiency, member experience, and advance NPA goals.
- » Administration and Technology -
  - Partners with teams across the organization to adopt project management systems, ensure consistency around knowledge management, and asses' opportunities to further automate processes.

## HIPAA

This position is not authorized to access, utilize or view protected health information (PHI).

## Knowledge, Skills and Abilities:

- » Knowledge of change management methodologies and tools.
- » Knowledge of technological, organizational, and social trends regarding organizational transformation
- » Ability to distill and articulate complex messages in oral and written forms for technical and non-technical audiences.
- » Ability to display progression and growth within the Organizational Change Management discipline.
- » Excellent judgement and analytical skills to analyze complex situations and information.
- » Outstanding verbal, written, and presentation communication skills.
- » Superior organizational and project management skills.
- » Strong interpersonal, collaboration, information sharing and problem-solving skills.
- » Proficient in Microsoft Office computer applications
- » Ability to work in a fast-paced environment with strong external factors shaping emerging priorities.
- » Ability to work independently, establish timeframes, meet deadlines, and make recommendations.

## Requirements

### Education

- » Bachelor's degree in business administration or a related field, Master's degree in Business Administration, Organizational Development, or a related field preferred; or equivalent relevant experience.

### Experience

- » 5+ years of experience in change management supporting senior executives delivering enterprise-scale change management within small and medium size organizations.
- » 3+ years of experience with non-profits, associations, or membership organizations.
- » Experience linking organizational management processes with organizational capabilities.

## Working Conditions

Small, fast paced team office environment with moderate noise levels. Normal sitting and standing activities for an office environment. Use of phones and computers for extended periods of time. Utilize office equipment and communication technologies for conference calls and teleconference meetings/webinars.

## To Apply

Please submit a cover letter and resume at the link below:

### [Apply Now](#)

Applications should be submitted by March 29, 2024. Due to the large volume of resumes expected to be received, only those candidates selected for an interview will be contacted.

If you need assistance or accommodations submitting your application materials, please contact us at [hiring@npaonline.org](mailto:hiring@npaonline.org).

## **NPA is an Equal Opportunity Employer**

*NPA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We strongly encourage applicants from underrepresented groups to apply.*