MANAGER, RESEARCH

American Health Information Management Association (AHIMA) has a wonderful opportunity for a Manager, Research position to work in its Foundation.

Position Purpose

The position will assist in development of a “focused” research and education agenda for the Foundation in collaboration with the BOD to meet the mission of the Foundation. Co-brand with nationally-recognized strategic partners who conduct research generating evidence-based policies, practices and practical solutions that position the Foundation as an industry thought leader in health information management. To lead or assist with research and education/workforce projects that will provide members with information and skills that will prepare them for the future. To contribute to the development of private and government proposals from concept through implementation that will provide external funding to support and ‘grow’ new initiatives.

The position is responsible for the following:

- Assist in strategic and conceptual planning of research studies and have tactical responsibility for research through dissemination of findings that generate HIM evidence-based policies, practices, articles and practical solutions.
- Collaborate with Foundation team members on planning and lead on research aspects associated with Academic Affairs initiatives, e.g., apprenticeship and workforce.
- Assist the Senior Research Specialist to design, develop and implement strategies and tactics to effectively meet AHIMA’s strategic research goals
- Plan and negotiate the scope of work for multi-year and single-project contracts/personal service agreements with industry sponsors and academic partners.
- Assist in the development of a “focused” research agenda in collaboration with the Foundation BOD to meet its mission.
- Cultivate and facilitate strategic collaborations with academic, corporate and government partners including criteria for partner development.
- Serve as the representative/presenter for the Foundation on select professional and federal committees/events.
- Develop and monitor annual budget and Net from Operations for Research as well as identify and develop research grant/contract policies and procedures as needed for the Foundation.

Position Requirements

- Masters degree or working toward Masters in healthcare area required or equivalent experience.
- RHIT and/or RHIA Certification required
- 1-3 years of progressively responsible experience in collaborative research projects and research strategy development preferably in academic, healthcare or comparable settings such as foundations or associations.
- 1-3 years experience working on certifications and standards in healthcare.
- Experience in RFP processes for research.
• Experience in developing content and ideas for research proposals and peer-reviewed articles preferred.
• Excellent writing skills and ability to communicate effectively across varying professional levels ranging from corporate executives and key academic/medical administrators to researchers.
• Excellent presentation and relationship management skills.
• Knowledge of industry benchmarks and business models to promote fiscal accountability is preferred.
• Ability to balance multiple competing demands, manage conflict, identify solutions and effectively plan and pace work is critical.

Contact
If interested in becoming part of the AHIMA team, please e-mail your resume with salary requirements to: hr@ahima.org

About AHIMA
AHIMA is the premier association of health information management (HIM) professionals. AHIMA represents more than 101,000 health information professionals. AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. AHIMA is recognized as the premier source of “HIM knowledge,” the respected authority for rigorous professional certification, and one of the industry’s most active and influential advocates in Congress.