



Job Description: Project Manager

ELSO is an international nonprofit consortium of health care institutions, researchers, and industry partners. We provide support to those delivering extracorporeal life support through continuing education, guidelines, original research, publications, and a comprehensive registry of extracorporeal membrane oxygenation (ECMO) patient data.

ELSO is seeking a professionally astute and graduate-trained Project Manager. The position is a full-time position and offers a salary of \$92,500, which may be adjusted based on work experience. This position is in person at ELSO's headquarters in Ann Arbor, Michigan. We occasionally require weekend work and travel. An annual, discretionary bonus is possible, based on performance and financial means of ELSO. Detailed tasks in the near term are included in Exhibit A and job qualifications are included in Exhibit B.

This position is considered exempt under the federal and state wage and hour laws. This is an at-will position, which means that either the employee or ELSO may terminate the relationship at any time.

Benefits:

- Four weeks of paid vacation.
- Ten paid holidays, as defined in the Employee Handbook.
- Participation in ELSO's 403b plan which will match up to 5% of your salary contributions on a 2:1 basis.
- Health benefits are available.

Exhibit A

Employee is to perform the duties typical of a Project Manager (PM) and as directed by the CEO. The PM will be expected to assist across a wide variety of projects, based on the priorities of ELSO. We anticipate that the prioritization of work will be coordinated with the team, as directed by the CEO.

Areas of work where you will be expected to help manage and contribute to the overall work effort include the following:

- **Center Certification:** this program is still in the formative stages. ELSO will be launching the program in 2027. Operational, analytic, and administrative support will be an important component of the work of the PM in the coming years.
- **Research Operations:** ELSO expects to launch a more robust research program. This will require more administrative and operational support, along with excellent communications among committee members and throughout the organization.
- **Conference:** ELSO hosts an annual conference, which requires support in general project management, marketing, communication, organization, analytics, and timely submission of materials due to many partners required to deliver the annual conference.
- **Data Analysis:** in general, all areas of the organization require reporting, management, and communications. Your role will be important in supporting any and all of the activities across ELSO, which includes supporting our many committees and leadership groups.
- **Website Updates:** assist with the planning and management of ELSO website updates across each area of business and operations.
- **Oversight/Management:** oversee projects and coordinate the efforts of volunteers, other employees, and interns at ELSO. May be required to coordinate/manage work with vendors and others, as needed.



Exhibit B

Qualifications

- Master's degree in public health, business, or related field including but not limited to MHSA, MHA, MPH, or MBA.
- 2 years of healthcare related experience including delivery and/or administration. Previous completion of an internship and/or previous role in global health, non-profit organization, system-based healthcare delivery, and/or healthcare strategy.
- Ability to work in a collaborative and team-centered environment with dynamic priorities and widespread initiatives. Maintain a work environment that encourages diversity of backgrounds and promotes inclusive viewpoints.
- Robust written and verbal communication skills with ability to tailor needs to specific audiences while maintaining confidentiality.
- Strong data analytic skills with prior experience utilizing statistical techniques and creating compelling data visualization.
- Process improvement skillset including experience identifying opportunities for improvement and implementing feasible and timely solutions.

Preferred Qualifications

- Understanding of healthcare delivery across the world including United States regulatory complexity and implications of global organizational responsibility.
- Experience with project management tools.