

Job Description

Title **Senior Vice President**

Department(s) **Risk Adjustment**

Reports to **President**

Job Summary

This leadership position is responsible for the development of the Risk Adjustment Practice Area. This involves ensuring scopes of work are developed to support needs from clients and recruiting talent to support projects. Manage oversight of risk adjustment projects, ensuring objectives are met and financials are managed appropriately.

Recruiting, mentoring, and managing the Risk Adjustment team to ensure successful performance with projects.

Summary of Essential Duties and Responsibilities

- Responsible for client projects, including projects not directly managed
- Responsible for the development of new and refinement of existing scopes of work to ensure they meet the industry's current needs
- Provide day-to-day oversight of project managers
- Continued support of the sales efforts of GHG
 - Proposal development, templates, and pricing
 - Lead generation, product sales, and upselling activities
- Managing of the Practice Area team
- Assist in the development of consultant training programs specific to risk adjustment
- Provide guidance and information, when requested, being an internal resource
- Responsible for approval of certain invoicing and time expense-related matters of Practice Area employees and contractors
- Participate fully in the business development cycle, including marketing activities, proposal generation, and closing business
- Coordinate strategies for client development in conjunction with appropriate Gorman Health Group colleagues
- Identify and assist, as needed, in the development of tools to improve Practice Area performance and marketability
- Participate in the development of corporate goal-setting, including sales targets, capability development, and industry positioning specific to risk adjustment
- Ensure skill sets of Practice Area staff are up to date and at the highest level of industry standards

Minimum Requirements and Abilities

- Combined 10+ years of experience in the Medicare Managed Care and/or risk adjustment environment
- Understanding of all applicable Centers for Medicare & Medicaid Services (CMS) Medicare Part C & D requirements, including manuals, review guides, and Code of Federal Regulations specific to risk adjustment
- Communicate clearly with internal partners and external regulatory agencies and effectively represent the client's and Gorman Health Group's interests
- Establish positive partnerships across business groups both inside and outside of the organization
- Monitor a wide range of activities, participate in multiple projects, and act as a catalyst to ensure execution
- Work across all levels of management, be team focused and at ease working in a large organization with an attitude of group achievement as the primary goal
- Highly organized with strong attention to detail; strong decision-making skills
- Demonstrated leadership and management skills
- Ability to travel 50% of the time
- Ability to work in a virtual office and virtual teaming experience
- Effective collaboration skills and experience
- Adept in working across a heavily matrixed organization
- Adaptability to change
- MS Office proficiency
- Strong oral and written communication skills, including presentation skills

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.