



### **POSITION OVERVIEW**

Job Title: Project Manager  
Business Title: *Hospital Partnerships Support Manager*  
Job Code: PROJMGR  
FLSA Status: Exempt  
Department: Administrative & Services, Project Management  
Reports to: National Vice President, Hospital Partnerships  
Location: Remote, USA  
Draft Date: 03/17/2026  
Revision Date: 03/17/2026  
Approved By: Jeff Hoffman  
Role: Individual Contributor

### **POSITION SUMMARY**

Radiology Partners is seeking a manager of hospital partnerships support responsible for supportive functions on new business deals as well as support for hospital system deals. As a key member of the growth team, this support role will work with various stakeholders both, internal and external, to ensure all collaborative efforts are on track and completed. The incumbent will ensure successful completion of new site requirements and hand-off to integration teams.

The manager of hospital partnerships support will be responsible for ensuring all data in growth team pipeline is accurate and up to date. This includes monitoring progress of the entire lifecycle of the growth opportunity. Understanding and accurately documenting new site data and coordinating communication between the various functional areas involved in operations. This position is responsible for the success and the management of the deal timeline from negotiation to go-live.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Serve as a single point of contact for a project
- Lead and manage client communications during growth and integrations cycle
- Continually evaluate methods of growth process for efficiency gains as well as growth strategy
- Support the Hospital Systems team in gaining/maintaining new and existing partnerships
- Ensure projects are on track, communicate out status of projects
- Effectively anticipate, identify, and resolve roadblocks
- Keep track of and follow up on documents, requirements, and data essential to ensuring timely and successful completion of growth opportunities
- Act as central party responsible for keeping continuous lines of communication open between various stakeholders critical to complete the project
- Ensure effective handoff of growth opportunity to functional areas and integration teams
- Ensure data accuracy in CRM and assist in reporting
- Respond quickly to client requests and assure them we are handling their demands. Convert clients to raving fans of RP.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency in Microsoft Office Suite
- Experience in CRM platforms such as Salesforce a plus
- Effective communication, presentation, and facilitation skills
- Highly motivated self-starter and excellent team player who can stay on task with minimal supervision
- Exceptional organizational skills
- Ability to communicate with client staff at multiple levels, including C-suite
- Ability to communicate with internal teammates and vendors in a variety of specialties – IT, human resources, analytics, operations, billing, etc.
- Understanding of healthcare environment and terminology
- Ability to travel approx. 15%-20%

**PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE**

- At least 3 years of healthcare operations or integration experience
- Radiology and/or credentialing experience preferred
- Ability to simultaneously manage multiple projects of varying complexity

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never       Occasionally       Constantly

Communicating with others to exchange information.

Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never       Occasionally       Constantly

Operating machinery and/or power tools.

Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never       Occasionally       Constantly

**Environmental Conditions**

Low temperatures.

Never       Occasionally       Constantly

High temperatures.

Never       Occasionally       Constantly



Outdoor elements such as precipitation and wind.

Never       Occasionally       Constantly

Noisy environments.

Never       Occasionally       Constantly

Hazardous conditions.

Never       Occasionally       Constantly

Poor ventilation.

Never       Occasionally       Constantly

Small and/or enclosed spaces.

Never       Occasionally       Constantly

No adverse environmental conditions expected.

Never       Occasionally       Constantly

**Physical Demands**

Sedentary work that primarily involves sitting/standing.

Never       Occasionally       Constantly

Light work that includes moving objects up to 20 pounds.

Never       Occasionally       Constantly

Medium work that includes moving objects up to 50 pounds.

Never       Occasionally       Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never       Occasionally       Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

\_\_\_\_\_  
Support Teammate’s Signature

\_\_\_\_\_  
Date