

Coordinator of Projects and Contracts

Coastal Carolinas Health Alliance – Wilmington, NC

For over 25 years, Coastal Carolinas Health Alliance (CCHA) has provided regional collaboration for its member hospitals in a variety of areas including contracts, education, and sharing of best practices. Working under the direction of the Director of Operations the successful candidate will identify sourcing opportunities and negotiating corporate contracts for and on behalf of CCHA members, including its new non-acute division. He/she will facilitate and/or support several key cost savings and quality initiatives as well as assist with the identification, analysis and preparation of savings reports and grant applications. Must exhibit strong writing skills and proficiency with Excel analytics and Power Point preparation and presentation.

Bachelor's degree required, Master's or other advanced degree in a healthcare related field preferred. Minimum of two years' experience in contract development, project management and coordination, grant preparation and community development or related capacity.

Job Type: Full-time

Qualified Applicants, please send your resume to hr@coastalalliance.org