

HEARTBEAT INTERNATIONAL

Job Description

Title: ***APRN Provider Project Coordinator***
Remote Work Status: Position eligible to work remotely (*subject to supervisory discretion*)
Department: Medical Impact
Reports To: Director, Medical Impact

SUMMARY

In support of Abortion Pill Rescue, the APRN Provider Project Coordinator communicates directly with healthcare professionals, clinics, and healthcare systems and manages sales team with the goal of expanding the number of providers within the Network. All responsibilities are performed in accordance with and to promote Heartbeat International's pro-life mission and vision and Christian core beliefs and core operational values.

PRIMARY RESPONSIBILITIES (*Approximately 80% of the time*):

1. Growing the APR Network of Prescribers by actively pursuing new network providers. Working closely with the Director of Medical Impact and the Medical Impact team, the Provider Project Coordinator oversees the APRN Provider Project to continually grow the number of active providers to fulfill the needs of the hotline and goals for the project.
2. Identify, recruit, and manage the "sales" team to meet the department goals of recruiting providers for the APR Network. Facilitate appropriate enrollment of hospital systems, physician practices, and individual providers. Oversee vetting and execution of signed agreements with each new provider. Ensure proper documentation in APR platforms (i.e.: Civi, ProviderFinder, NextLevel) in coordination with Medical Impact team.
3. Facilitate communication with prospective providers, clinics, and healthcare systems by seeking them out, engaging them, and encouraging support of the Abortion Pill Rescue Network mission. Communication will include, but not limited to, telephone, in-person meetings, direct mail, electronic correspondence, in-person meetings, newsletters and other presentation opportunities. Source other appropriate avenues such as professional affiliations, associations, councils, conference attendance, etc., in effort to develop and increase the provider network.
4. Assist with developing strategies and initiatives that support the goal and needs of the APRNetwork. Evaluate the effectiveness of provider acquisition and identify changes/adjustments that are indicated to meet goals. Implement approved changes.
5. Keep current on information pertinent to support Abortion Pill Rescue and Heartbeat International's mission, programs, and affiliates.
6. Manage relevant metrics. Ensure appropriate (complete, accurate, confidential) records and tracking of all provider communication activity and deliver monthly reporting of provider

acquisition to the network and Medical Impact team.

SECONDARY RESPONSIBILITIES (*Approximately 20% of the time*):

1. Work cooperatively with outside pro-life agencies and other organizations to support Medical Impact and Heartbeat's mission as requested by supervisor.
2. Special projects or tasks as assigned by supervisor.

SUPERVISION (Received/Exercised)

Receive periodic supervision in form of general parameters. Make non-routine decisions involving analysis of situations based on parameters established, relevant and appropriate medical guidelines and practices, and past related experience ensuring service provided conforms to Heartbeat's Christian pro-life mission, vision, core beliefs, and values and appropriate guidelines and regulations. Plan and organize work to complete projects/assignments.

QUALIFICATIONS

1. Bachelor's degree in a related field. Job-ready, applicable experience may be considered in lieu of education requirement.
2. Minimum of five years medical sales experience (on a national level strong preferred). Experience supervising sales team a plus. Ability to accurately convey medical concepts to medical professionals.
3. Good project management abilities and experience (organization, program implementation and management, analysis, reporting).
4. Global literacy and cross-cultural experience meaningful.
5. Expectation of travel in executing duties supervising group and in closing sales.
6. Self-starter with high initiative and flexibility, and ability to multi-task and meet deadlines.
7. Good problem-solving skills.
8. Working knowledge of Microsoft Office programs. Basic understanding of email, word processing, and spreadsheets.
9. Articulate with very good communication skills for interfacing with other staff, providers, affiliates, and the general public. The ability to engage callers in meaningful dialog to encourage support of Abortion Pill Rescue's mission.
10. Independent, sound judgment; must understand and adhere to the high standards of excellence and integrity required for Christian development.

11. Willing and able to exemplify and compellingly articulate, support, and promote the mission, Christian core principles, and philosophy of ministry of Heartbeat International in execution of all responsibilities.
12. Ability to adjust schedule, as needed, to work after hours and/or on the weekend to meet the workflow needs of the APR program.
13. Willingness and desire to work as a team to serve affiliates and other Heartbeat constituencies, including other staff.
14. Ability and willingness to demonstrate commitment to Heartbeat International mission, vision, core operational values, and core beliefs in the execution of position responsibilities.
15. Willingness to share the gospel of Jesus Christ by word and example to encourage consultants, affiliates, staff, and others and to contribute to an office environment conducive to supporting HB's Christian ministry of life.