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Position Description Health Access Program Officer

The past three years have brought a whirlwind of challenges and change to the availability of healthcare for all Virginians, particularly the uninsured and medically underserved. The expansion of Medicaid coverage and addition of adult dental benefits to Medicaid have had a very positive effect. The stresses of the COVID-19 pandemic, however, were devastating for many, and resulted in overwhelming demand for mental health services, which continues.

The Virginia Health Care Foundation (VHCF) has treated both those changes as opportunities to fulfill its mission. Its high-caliber, creative team developed a variety of innovative initiatives to help address service shortages and to maximize health coverage. VHCF's Health Access Program Officer (PO) will be an instrumental part of this engaged, supportive, and nimble team as it evaluates and supports valuable community-based initiatives; explores effective new opportunities; and elevates the delivery and number of needed medical, dental, and basic behavioral health services throughout the Commonwealth.

The PO will be a key member of the Foundation's grantmaking team, which practices venture philanthropy. This team ensures that VHCF invests in well-designed local initiatives that can demonstrate impact and long-term financial viability. The team manages a semi-annual grant cycle and periodic special initiatives. The PO collaborates with the Grant Operations Administrator and reports to the Chief Program and Impact Officer.

VHCF is a public/private partnership initiated by the General Assembly and its Joint Commission on Health Care. Its mission is to increase access to primary health care for uninsured and medically underserved Virginians. During its 30 years of service, VHCF's nimble approach and results-oriented initiatives have enabled over 800,000 Virginians to obtain needed health care.

VHCF's organizational culture and approach to service are guided by its [Values](#) and [Code of Ethics](#).

Core Responsibilities

Health Access Grants Management

- Review and analyze all concept papers and submitted proposals for soundness of project design; capacity of applicant organization to successfully implement proposed initiative; adequacy of program evaluation; viability of sustainability plan; and ability to meet other VHCF grant criteria.
- Develop funding recommendations and prepare a thorough and succinct written analysis of each proposal for the Foundation's Board of Trustees.
- Prepare correspondence to applicants and grantees regarding the disposition of concept papers and proposals, summarizing site visits, and other matters as necessary.
- Design and implement program monitoring and evaluation methods for Foundation grants and special projects, including negotiation of specific measurable objectives for grantee Letters of Agreement, review of regular grant reports and budgets, and administration of several evaluative surveys.
- Communicate regularly with grantees.
- Provide technical assistance to grantees via orientation sessions for new grantees; grantee meetings; site visits; and one-on-one consultation.
- Plan, convene and lead workshops, roundtable discussions, and listservs for professionals from Virginia's health and dental safety net organizations, behavioral health professionals, and other stakeholders
- Work with the HA team to ensure effectiveness and efficiency of systems regarding management of grants database, maintenance of web pages related to HA grantmaking and grantees, publication of quarterly newsletter, award notification letters, data compilation and analysis, general correspondence.

Stakeholder and Community Relationships

- Maintain relationships with leaders in Virginia's health safety net practices, nonprofit mental health providers and other similar organizations with the goal of understanding existing and coming challenges and opportunities within the field.
- Represent VHCF at selected events and activities.
- Look for opportunities to highlight and promote the work of VHCF's grantees and other similar organizations and their positive impact on the individuals they serve and the communities in which they are located.
- Communicate information about Foundation initiatives to policymakers, target communities, providers, Foundation supporters, and the general public.

Program Planning and Collaboration

- Identify challenges to health access for the uninsured and medically underserved, and potential opportunities for special projects and new initiatives.
- Identify and engage with potential partners, opportunities for collaboration, and possible synergies with organizations, experts, stakeholders, and others working in related areas (*e.g., integration of primary care with behavioral or oral health*).

Qualifications:

- Strong and diverse experience in health service delivery, public health, health policy, health philanthropy, human services, and/or related fields.

- Experience with nonprofit operations and management.
- Strong analytic and communication skills, ability to write clearly and succinctly under time pressure and to make well-organized verbal presentations to a variety of audiences.
- The ability (*through analysis, questioning, informal research, and site visits*) to determine the feasibility and viability of submitted proposals;
- The ability to think creatively and strategically about the broad goals of the Foundation, while remaining focused on the detail-oriented work and follow-through required by the position.
- General knowledge of state government and its respective health-related agencies.
- Strong organization and time management skills.

Requirements

- Bachelor's degree required. Master's in Health Policy, Public Health, or Health Administration preferred.
- Five or more years of relevant experience in health service delivery, public policy, or related field. Preference given to candidates with previous grantmaking experience.
- Computer skills and knowledge of MS Office and Zoom required. Knowledge of Blackbaud Grantmaking is a plus.
- Ability to work in a hybrid model (*2 days/week in VHCF's downtown Richmond office and 3 days remote*)
- Willingness to travel throughout the state on day trips and occasional overnights for yearly site visits, as the pandemic allows.

Personal Qualities:

- Smart, high-energy, self-motivated, self-confident, intellectually curious, and fun
- Ability to work as a team member in a collegial workplace where well-thought out opinions and give and take are expected and encouraged
- Creative problem-solving skills
- Strong interpersonal skills and emotional intelligence
- Mission-driven and proactive seeker of solutions - does not accept the status quo
- A sense of humor and a constructive outlook are a plus.

Salary and Benefits:

The Virginia Health Care Foundation offers a competitive salary commensurate with an applicant's qualifications and experience and a comprehensive benefits package that includes health, dental, and disability insurance; 403(b) retirement contribution, paid parental leave; and generous paid time off (*sick, vacation, and holidays*).

VHCF has the ability to hire for this role at the Senior Program Officer level if the selected candidate better fits the more senior position.

How to Apply:

Please submit cover letter and resume via email to info@vhcf.org with the subject line "Health Access Program Officer." Applications will be reviewed on a rolling basis, and will be accepted until the position is filled.

VHCF understands that diversity and inclusion among our employees is critical to our success as an organization. We seek to recruit, develop, and retain talented individuals from a diverse candidate pool. VHCF is committed to equal employment opportunity for employees and job applicants in compliance with both the letter *and spirit* of applicable law and to an environment where employees are valued for all they bring to a position.