



VIRGINIA
HEALTH CARE
FOUNDATION

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POSITION DESCRIPTION

Director of Programs

The Opportunity:

The Virginia Health Care Foundation (VHCF) is growing and has created this new position to help manage and nurture key programs so they can continue to be effective and produce meaningful results.

The last several years have brought a whirlwind of challenges and change to the availability of health care for all Virginians, particularly the uninsured and medically underserved. The expansion of Medicaid coverage and the addition of adult dental benefits to Medicaid have had a very positive effect. Meanwhile, the stresses of the COVID-19 pandemic have resulted in overwhelming demand for behavioral services, and the recent resumption of annual Medicaid eligibility determinations will result in a loss of health insurance coverage and needed prescription medications for a sizeable number of Virginians.

VHCF has treated these challenges and others as opportunities to further fulfill its mission. Its high-caliber, creative team has developed a variety of innovative programs to help provide needed treatment and address service shortages. With the number of VHCF-operated programs/initiatives increasing, the Foundation needs to expand the bandwidth of its management capacity. It is seeking an energetic, thoughtful individual to join its senior leadership team to help support and elevate these efforts. This new position focuses on nurturing and growing VHCF's medication assistance programs, nurturing VHCF's health workforce initiatives, maintaining best practices of VHCF's internal operations, and helping to identify and launch new programs.

What the Director of Programs Will Do:

While no two days are the same at VHCF, on any given day the Director of Programs will collaborate with colleagues to ensure the Foundation's programs and initiatives help as many people obtain needed health care services as possible; support and grow health workforce initiatives and programs; exploring health trends and promising approaches to address critical issues aligned with the Foundation's mission; and/or collaborate with the senior leadership team to ensure core operations run effectively and efficiently. The Director of Programs will guide and support Foundation staff in their work and nurture and forge partnerships with other organizations.

Who We Are:

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 31 years of service, VHCF's nimble approach and results-oriented initiatives have enabled more than 800,000 Virginians to obtain needed health care. We recognize and value the role of diversity and inclusion in the success of fulfilling VHCF's mission. We work 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. Its work environment values employees for all they bring to the position.

Core Responsibilities:

Management of Medication Access Initiatives

This position is responsible for leading the Foundation's two medication assistance programs: *The Pharmacy Connection (TPC)* and *RxRelief Virginia (RxRVa)*. *TPC* is VHCF's proprietary software which maximizes access to free brand-name medications for uninsured chronically ill patients. It is used by over 260 organizations. *RxRVa* is a portfolio of 32 grants throughout the state that fund Medication Assistance Caseworkers who use *TPC* to help patients obtain needed prescriptions.

The individual in this role will stay current with trends related to medication access and prescription assistance to ensure that VHCF's medication access programs are fully integrated and operating at optimal performance and capacity. The Director of Programs provides supervision and guidance to VHCF's *TPC* Program Manager and Medication Assistance Program Officer.

- ***The Pharmacy Connection:***

- Oversee the day-to-day management of the software to assure *TPC* is meeting its goals and objectives, including software maintenance and enhancement activities, marketing strategies and goals, cybersecurity and business continuity planning;
- Lead and direct the IT contracts providing software development and hosting services to assure continuous and cyber-secure services;
- Ensure that *RxConnect*, VHCF's quarterly medication assistance newsletter, and the *TPC* semi-annual roundtables are content-rich and relevant.

- ***RxRelief Virginia:***

- Oversee all aspects of grantmaking for this initiative including the development of Letters of Agreement, related site visits and reporting; grantee productivity and outcomes; budget development and management; and ensuring that the program is meeting its goals and objectives.

Operations Management:

- Work with fellow members of the Foundation's senior leadership team to optimize the exchange of information within the organization with the goals of positive impact on the staff experience and maximizing the impact of program deliverables;
- Identify and support professional development opportunities for the team.

Administrative Leadership:

- The Director of Programs works with VHCF's Deputy Director and Director of Administration and Technology to help the Foundation's key administrative functions operate smoothly and efficiently;
- Ensure that internal standard operating procedures and program manuals are regularly updated, maintained, and elevated;

- Prepare monthly staff meeting agendas;
- Assist with the preparation of materials for Board meetings and special events, as needed.

Program and Project Leadership:

- As a public/private partnership, VHCF works closely with its partners to launch and maintain new initiatives that help uninsured, and medically underserved Virginians obtain needed health care. This position will have the opportunity to lead and/or manage select grant and workforce initiatives.
- The Director of Programs also maintains and forges new relationships with partner organizations and always seeks to understand existing and coming challenges and opportunities within the field.

Position Qualifications:

- Demonstrated commitment to VHCF's work and mission;
- Experience developing and running programs in a nonprofit, government agency, or foundation environment;
- Experience negotiating and managing IT contracts to ensure deliverables are executed on time and within budget;
- Excellent oral and written communications skills;
- High-level thinking and analytical abilities;
- Proven time management and problem-solving skills are essential;
- Exceptional organizational skills;
- Strong contract negotiation skills and experience;
- Understanding of cybersecurity standards and web-based applications;
- Background in medication access and/or programs designed to increase access to uninsured or functional uninsured individuals is a plus.

Requirements:

- At least 5 years in a senior management position in a nonprofit organization, foundation, or similar service organization leading and managing professional staff;
- Master's in Health Policy, Public Health, Public Administration, Health or Business Administration or related field;
- Ability to learn new IT programs quickly and proficiency in the Microsoft Office Suite and Zoom;
- Ability to work in a hybrid model from VHCF's Richmond office.

Personal Qualities:

- Empathic and strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration, both internally and externally;
- Smart, high-energy, self-motivated, self-confident, intellectually curious, and fun;
- Ability to lead a team in a collegial fast-paced workplace where well-thought-out opinions and give and take are expected and encouraged;
- 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:

VHCF 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*).

How to Apply:

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

At VHCF, we are committed to diversity, equity, and inclusion.