



VIRGINIA
HEALTH CARE
FOUNDATION

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Position Description Program Officer, Health Access Grants

The Virginia Health Care Foundation's (VHCF's) Program Officer, Health Access Grants (PO) is an instrumental part of VHCF's Health Access (HA) grantmaking program. The PO will collaborate with HA colleagues in supporting valuable community-based initiatives; exploring effective new opportunities; and elevating medical, dental, and basic behavioral health services throughout the Commonwealth. Among other things, the PO will take a leadership role in VHCF's dental initiatives, including convening roundtables, spearheading special initiatives, and supporting existing programs and resources.

The HA team practices venture philanthropy, ensuring that it invests in well-designed initiatives that 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 & Impact Officer.

Core Responsibilities

Work independently and collaboratively across the program to manage and monitor a grants portfolio. Responsibilities include:

- Reviewing and analyzing concept papers and proposals for soundness of project design and alignment with key criteria;
- Developing funding recommendations and preparing written analysis for the Foundation's Board of Trustees;
- Negotiating Letters of Agreement and monitoring progress;
- Providing technical assistance to grantees via orientation sessions, site visits, and one-on-one consultation; and
- Regular engagement and correspondence with grantees and applicants.

Nurture relationships and collaboration with leaders in Virginia's health and dental safety net practices, nonprofit behavioral health organizations, and other key stakeholders.

Responsibilities include:

- Actively and continually scanning the field with the goal of understanding challenges and opportunities
- Seeking opportunities to highlight and promote the work of VHCF's grantees and their positive impact on the individuals and communities they serve.
- Identifying potential partners, opportunities for collaboration, and possible synergies with organizations, experts, and other stakeholders.
- Representing VHCF at selected events and activities.
- Developing content-rich quarterly newsletters to inform and engage stakeholders.
- Contribute to the ongoing development of VHCF's oral health initiatives to maximize their potential. This will include keeping abreast of literature, resources, emerging best practices, and innovations in the dental safety net field; and sharing key findings and lessons among colleagues via roundtables, a listserv, and other channels.

Requirements and Qualifications:

- Bachelor's degree required. MPH, MPA, MPP, MHA, MSW preferred
- 3+ years of relevant experience in health service administration or delivery, public policy, public health, human services, nonprofit operations, or related field.
- Strong analytic and communication skills - ability to write clearly and succinctly under time pressure and to make well-organized verbal presentations
- Ability to think creatively and strategically about the broad goals of the Foundation, while remaining focused on detail-oriented work and follow-through
- Ability to work in a hybrid model from VHCF's Richmond office
- Willingness to travel throughout the state on day trips (5-10) and overnights (1-2) for yearly site visits in the Spring and Fall, and annual conferences that align with the position's area of focus (*typically 2-3 in Virginia and occasionally 1 out-of-state*)

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
- Great organization and time management skills
- Mission-driven and proactive seeker of solutions – takes initiative and does not accept the status quo

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*).

About VHCF:

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.

VHCF recognizes and values the role of diversity and inclusion in the success of fulfilling its 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.

How to Apply:

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