



Job Description

Data and Administration Manager

The Virginia Health Care Foundation's (VHCF) Data and Administration Manager is a newly created role that will play an instrumental part in a dedicated and energetic administrative team.

This position will provide data management and reporting support for the Foundation's new *Boost 200+* program. Funded by the General Assembly and private sector, this growing behavioral health workforce program is accelerating the licensure of needed therapists throughout Virginia. In addition, the Data and Administration Manager ensures that core operations run efficiently and smoothly in a hybrid work environment so that the Foundation can maximize its impact in meeting its mission to increase access to primary care for uninsured and medically underserved Virginians.

VHCF's Data and Administration Manager will also have the opportunity to conduct research and provide support and insights as VHCF implements key initiatives and explores effective new opportunities.

Responsibilities:

Data Management and Reporting (40%):

- Manage, update, and maintain large dataset, ensuring data integrity, accuracy, and completeness for VHCF's *Boost 200+* program;
- Create dashboards and other visuals capturing key metrics, trends, and forecasts;
- Perform data quality checks to ensure consistency and reliability of insights;
- Provide the necessary data for grant proposals and reports;
- Assist with other data projects as needed.

Core Administrative Functions (35%)

- Responsible for all aspects of office management to assure smooth functioning of operations. This ranges from ordering office supplies, occasional meeting logistics, interaction with building maintenance staff (*as needed*), printing/copying and mailings, monitoring VHCF's main phone line, and responding to constituent calls (*3-5/per week*).
- Coordinate logistics for quarterly Board meetings and maintain the online Board portal;
- Prepare some materials for quarterly Board meetings, presentations, and documents for various meetings throughout the year;
- Assist the *Boost 200+* Program Manager with the tasks related to onboarding new participants and their supervisors and the monthly administrative tasks related to the *Boost 200+* payroll;
- Support VHCF's senior leadership to maximize what can be accomplished; and
- Various projects as assigned.

Special Project Coordination and Program Support (25%)

- This position will have the opportunity to research and/or coordinate select activities to help support VHCF in successfully launching new ventures, support projects related to VHCF's annual flagship event, and work collaboratively with program staff to maintain and grow initiatives.

Position Requirements:

- Minimum of 2-3 years of experience in data management, administrative support, or program coordination, preferably within a healthcare or nonprofit setting;
- Proficiency in Microsoft Office Suite, with **advanced** Excel skills for data management and analysis;
- Strong data analytical skills, with the ability to derive actionable insights from large datasets.
- Experience in creating dashboards, reports, and visualizations to communicate key metrics and trends.
- Strong organizational skills;
- Outstanding oral and written communication skills;
- Superior formatting and proof-reading skills;
- Ability to focus on all aspects of a project or task, no matter how small, to ensure it is completed accurately and on time;
- Ability to work in a hybrid model from VHCF's Richmond-based office;
- Demonstrated interest in VHCF's work and mission;
- Bachelor's degree.
- Experience with SurveyMonkey, Canva, and Constant Contact a plus.

Personal Qualities:

- Proactive, high-energy, intellectually curious, a problem-solver with the ability to manage multiple projects simultaneously;
- Desire to work as a part of a highly collaborative team and eagerness to take on a variety of tasks to help the Foundation's operations and programs run effectively;
- Flexible and able to adapt to changes in the needs of VHCF's various initiatives and current environment;
- Strong interpersonal and communication skills;
- A sense of humor and a constructive outlook.

Salary and Benefits:

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

About VHCF:

VHCF is a public/private partnership initiated by the General Assembly and its Joint Commission on Health Care. During its 32 years of service, VHCF's nimble approach and results-oriented initiatives have enabled more than 850,000 Virginians to obtain needed health care. Learn more at www.vhcf.org.

VHCF values the role of diversity and inclusion in the success of fulfilling its mission. 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. Its work environment values employees for all they bring to the position.

How to Apply:

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