



## Chief Operating Officer Position Description

### The Opportunity:

The [Virginia Health Care Foundation](#) (VHCF) seeks an experienced and dynamic Chief Operating Officer (COO) to lead and oversee the Foundation's day-to-day programs and operations, implement the strategic plan to achieve desired results, identify and implement innovative programs that increase the availability of health care for uninsured and underserved individuals and communities and nurture and support an engaged and dedicated team.

The COO reports to and works in partnership with the Chief Executive Officer to fulfill the Foundation's mission of increasing access to primary health care for uninsured and medically underserved Virginians.

### Core Responsibilities:

- **Operations:** Oversee all aspects of daily operations, administrative, and human resources functions to maximize cross-functional collaboration.  
Collaborate with the Director of Finance to manage the administration of all Foundation financial functions, including the development of the annual budget, monitoring cash flow and expenses; approve payments to grantees and vendors in alignment with VHCF's financial policies; and manage vendor relationships and contracts.
- **Grants and Programs:** Ensure effective implementation and management of VHCF's grant initiatives and programs; evaluate program effectiveness by monitoring key performance measures to ensure desired outcomes; identify innovative service delivery models or initiatives to further VHCF's mission.
- **Board and Stakeholder Engagement:** Act as a trusted partner to the CEO and serve as a key liaison between the staff, the Board of Trustees, and external partners and stakeholders; staff designated Board committees and prepare Board materials/presentations; represent the Foundation at select stakeholder events.
- **Technology and Infrastructure:** Oversee the implementation and maintenance of technology systems in collaboration with the Foundation's Director of Administration and Technology; lead and attend to the cybersecurity needs of the Foundation and its programs.
- **Team Engagement and Development:** In partnership with the CEO, develop staff retreats and other activities to foster team spirit and create an environment where employees can grow and reach their potential; develop and facilitate effective staff meetings and other avenues for communication in a hybrid work environment.
- **Strategic Initiatives and Events:** Lead selected strategic initiatives, events, and one-time projects in consultation with the CEO.

### **Qualifications and Requirements:**

- Commitment to VHCF's Core Values: Exemplary Stewardship, Drive for Excellence, Catalyst for Change, and Integrity.
- Bachelor's degree required; advanced degree in public administration, public health, health care administration, law, nonprofit management, or a related field is a plus.
- Minimum of 8–10 years of progressive leadership experience in nonprofit management, healthcare, or a related field with contract management and human resources experience.
- Knowledge of Virginia's healthcare landscape and the challenges facing uninsured and underserved populations.
- 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.
- Excellent written and verbal communication skills.
- Ability to work in a hybrid model from VHCF's Richmond office

### **Personal Qualities:**

- Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration, both internally and externally.
- Mission-driven and proactive seeker of solutions - does not accept the status quo.
- Smart, self-motivated, authentic, 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.

### **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).

### **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 33 years of service, VHCF's nimble approach and results-oriented initiatives have enabled more than 850,000 Virginians to obtain needed health care.

### **How to Apply:**

Please submit a cover letter and resume via email to [info@vhcf.org](mailto:info@vhcf.org) with the subject line "Chief Operating Officer." Applications will be reviewed on a rolling basis and will be accepted until the position is filled.

VHCF recruits, develops, and retains talented individuals from a broad candidate pool. The Foundation is committed to equal employment opportunity for employees and job applicants in compliance with both the letter and spirit of applicable law.