



Position Description

Position: Executive Director

Status: Grant-funded, Full-Time / Exempt

The Virginia Health Workforce Development Authority (VHWDA) utilizes a multi-stakeholder collaborative model to identify, recruit and retain highly qualified health professionals to successfully create and improve a competitive health workforce throughout the Commonwealth. The core work of the VHWDA is centered around community partnerships to develop a strong workforce pipeline at a younger age; increase interprofessional training opportunities and jobs; provide funding and support for education, career advancement and pipeline development; and identify and communicate regional health workforce shortages and needs with key stakeholders and legislators.

The mission of the Authority is accomplished by:

- providing the statewide infrastructure required for health workforce needs assessment and planning that maintains engagement by health professions training programs in decision making and program implementation;
- serving as the advisory board and setting priorities for the Virginia Area Health Education Centers (AHEC) Program;
- coordinating with and serving as a resource to relevant state, regional, and local entities including the Department of Health Professions Workforce Data Center, the Joint Legislative Audit and Review Commission, the Joint Commission on Health Care, the Southwest Virginia Health Authority, or any similar regional health authority that may be developed;
- informing state and local policy development as it pertains to health care delivery, training, and education;
- identifying and promoting evidence-based strategies for health workforce pipeline development and interdisciplinary health care service models, particularly those affecting rural and other underserved areas;
- supporting communities in their health workforce recruitment and retention efforts and developing partnerships and promoting models of participatory engagement with business and community-based and social organizations to foster integration of health care training and education;
- advocating for programs that will result in reducing the debt load of newly trained health professionals;
- identifying high priority target areas within each region of the Commonwealth and working toward health workforce development initiatives that improve health measurably in those areas;
- fostering or creating innovative health workforce development models that provide both health and economic benefits to the regions they serve;
- developing strategies to increase diversity in the health workforce by examining demographic data on race and ethnicity in training programs and health professional licensure;

- identifying ways to leverage technology to increase access to health workforce training and health care delivery; and,
- developing a centralized health care careers roadmap in partnership with the Department of Health Professions that includes information on both licensed and unlicensed professions and that is disseminated to the Commonwealth's health care workforce stakeholders to raise awareness about available career pathways.

Roles/Responsibilities

General Management. The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director oversees the planning, implementation and evaluation of the organization's programs and services and ensures that the programs and services offered by the VHWDA contribute to the organization's mission and priorities. The Executive Director monitors day-to-day delivery of the programs and services of the organization to maintain or improve quality.

Board Administration. The Executive Director drafts policies for the approval of the Board of Directors and prepares procedures to implement the organizational policies and reviews existing policies on an annual basis and recommends changes as appropriate. The Executive Director prepares Executive Committee and Board meeting agendas and supporting materials for meetings.

Grant Monitoring. The Executive Director is responsible for the management of the U.S. Department of Health and Human Services, Health Resources and Services Administration Area Health Education Center AHEC Grant (AHEC) Program and manages eight subrecipient grants statewide.

Staff Administration. The Executive Director provides leadership and directly oversees all staff/employees and contractors employed by VHWDA. The ED assumes responsibility for the performance, actions and professional development of staff/employees and contractors to maintain quality and excellence. The ED implements a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting annual performance reviews.

Communications. The Executive Director is the spokesperson for the Authority and must demonstrate excellent communication (oral and written) and professionalism. The Executive Director assumes responsibility for timely printed and electronic communications including (but not limited to): newsletters, reports and publications, website content and social media.

Financial Management/Development. The Executive Director works with the Fiscal Contractor, the Treasurer, and the Board of Directors to prepare a comprehensive budget annually for approval and a budget summary of expenses quarterly in conjunction with Board meetings. The Executive Director is responsible for securing adequate funding for the operation of the organization.

Requirements

The successful candidate will demonstrate leadership qualities in some or all of the following areas: grants management, policy, advocacy, action and health workforce. She/he will have considerable knowledge of leadership and management principles related to public organizations, and have knowledge of current and historical community health workforce challenges and opportunities across the Commonwealth.

She/he must be able to convene stakeholders; thought-leaders; policy-makers; medical, osteopathic and health professions schools; and, community members across the state to inform policy development and impact change. As mandated in the Code of Virginia, she/he will maintain collaborative partnerships with the Virginia Department of Health Professions, the Virginia Department of Health, the Joint

Commission on Health Care, the Joint Legislative Audit and Review Committee, the Virginia Community College System, and other key partners who support the mission and vision of the VHWDA.

The Executive Director will convene the Health Professions' Education Consortium (HPEC), annually as a requirement of the Virginia AHEC Program Grant. The HPEC serves in an advisory capacity to the Virginia AHEC Program.

The position requires site visits to grantees and stakeholder meetings in eight regions of Virginia as well as multiple HRSA or National AHEC Organization conferences.

The candidate must have sufficient educational training and/or experience, preferably a Master's Degree in Public Health, Health Administration, Public Administration, Educational Leadership or a related field.

Competencies

Strong interpersonal skills; effective oral and written communications; demonstrated project management expertise; demonstrated ability to prioritize and multitask; knowledge of fiscal management and good practices; successful leadership and grants management. The successful candidate may have knowledge and/or experience in health career pipeline development; community-based student education; patient centered medical homes; integrated care models; interprofessional education; telehealth/telemedicine; political landscape of health and health workforce.

Salary

Hiring range is \$90,000 – 110,000.

Application

Please email a cover letter and resume to employment@vhwda.org

**The Virginia Health Workforce Development Authority is an Equal Opportunity Employer.*