



**Job Posting**  
**Vice President of Programs**  
**July 2018**

Founded in 1982, the Foundation for Health Leadership & Innovation (FHLI) is a 501(c)3 nonprofit organization from which programs and partnerships grow to achieve our mission of improving health of the whole-person and whole-community. FHLI is a trusted convener and facilitator, creating an open environment for developing collaborative relationships and advancing new ideas and strategies. Through our programs and partnerships, we build leadership, shape practice, affect policy, and drive innovation.

**About the Position:**

The Vice President of Programs is a newly-created, full-time position reporting to FHLI's President/CEO. This position will work closely with the President/CEO and be responsible for developing new program opportunities as well as guiding and supporting the work of the directors and managers of existing programs. The programs of the Foundation address a broad range of health issues and are funded separately from one another by public and private sources. Please visit our website for more information about FHLI and our current programs at [www.foundationhli.org](http://www.foundationhli.org).

**Job Duties and Responsibilities:**

- Create and implement plans that align with the strategic direction set by the Foundation Board of Directors and President/CEO.
- Support the President/CEO in defining and articulating the Foundation's vision and in developing and monitoring strategies to achieve that vision and ensure long-term financial viability of the organization.
- Work with prospective partner organizations to understand state and local needs and collaboratively develop new concepts to pilot to improve health in North Carolina and beyond.
- Seek and develop new program opportunities including: researching and writing grants to secure funding for new programs, and providing planning and management to launch new programs when funding is received until appropriate staff is hired.
- Serve initially as project manager of a new, developing program, the North Carolina Resource Platform, a program with significant operational support from external partners.
- Provide supervisory oversight for FHLI program directors/managers, currently seven (7) individuals, and support, develop, and evaluate staff performance on a regular basis.
- Guide and support the operations of existing programs, including:
  - Manage contracts with program funders and ensure deliverables and reporting deadlines are met by program directors/managers.
  - Monitor program budgets in coordination with the Director of Finance.
  - Facilitate the strategic planning and goal-setting activities within programs.
  - Maintain procedures and processes for implementing action plans within programs.
  - Oversee data collection efforts in programs and translate to communicate the collective work of the Foundation.
  - Assist program directors/managers in developing and implementing evaluation and sustainability plans.
  - Act as a resource for organizational policy and procedures in coordination with other

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- administrative staff.
- Oversee programmatic compliance with legal, funding, and organizational requirements.
- Connect, as needed, administrative staff and program staff to implement activities concerning human resources, information technology, communications, and fundraising.
- Assume the responsibilities of program directors/managers when positions are vacant and assist in hiring for program directors/managers positions.
- Work with programs' key funders and community partners to strengthen and sustain existing programs.
- Foster coordination across existing programs.
- Develop leadership within the organization.
- Represent the President/CEO at meetings as requested.

**Training & Experience:**

- A graduate-level degree in business, public, or healthcare administration or a related field with a minimum of 8 years of program management, development, and evaluation experience OR an undergraduate-level degree in a related field with a minimum of 10 years of program management, development, and evaluation experience required.
- Experience in the health care sector and knowledge of rural health policy and social determinants of health required.
- Experience in the nonprofit sector preferred.

**Essential Qualifications:**

- A well-organized, self-starter; able to:
  - work independently and proactively;
  - set and achieve goals;
  - be held accountable for goals; and
  - function in a calm, reserved, and effective manner under stress.
- Ability to build relationships for achieving long-term goals.
- Skilled at working with a team and to inspire quality work.
- Ability to work with people from all backgrounds and with varying skill sets.
- Work creatively to solve problems and overcome challenges.
- Knowledge of evidence-based program management approaches and strategies.
- Operational understanding of healthcare delivery and the tools of public health.
- Basic literacy in information technology for web- and software-based tools and programs (some programs of FHLI are applied technologies rather than traditional health or social service programs).
- Outstanding oral and written communication skills.
- Available to travel locally as needed and ability to maintain a valid driver's license.

**Additional Information:**

This is an office-based position in Cary, NC. Anticipated start for this position is September 2018.



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**Pay/Benefits:**

This is a full-time, salaried position and salary will be commensurate with experience. This position will receive generous company benefits to include 100% paid health, dental, long-term disability and life insurance coverage for the employee, as well as company paid retirement contributions.

**To Apply:**

Interested applicants should send a cover letter (no more than 2 pages and including anticipated salary range), resume, and reference list to [recruitment@foundationhli.org](mailto:recruitment@foundationhli.org). Please use the subject line "Application for VP of Programs". FHLI will only review submissions that include all requested materials (see three documents listed above). Please be assured that FHLI will not contact references until later rounds of interviewing and with applicants' explicit permission. **Submissions will be accepted through Friday, August 24<sup>th</sup>**. No phone calls please.