Position Title: Program Manager, Virginia Task Force on Primary Care
Location: Hybrid (Richmond, VA preferred). Remote may be possible, but preference will be given to Virginia-based applicants.
Reports To: President and CEO, Virginia Center for Health Innovation
FLSA Status: Exempt
Salary: Commensurate with experience, anticipated range $70,00-90,000 plus benefits

Background

The Virginia Center for Health Innovation (VCHI) (www.vahealthinnovation.org) is a nonprofit, public-private partnership driving value-driven models of care and well-being in Virginia. VCHI is the principal cross-sector trusted healthcare convener in Virginia, engaging health care providers, health systems, health plans, pharmaceutical and laboratory manufacturers, employers, consumers, and government in statewide initiatives to advance payment and delivery system reform. We work collaboratively to provide transparent and equitable access to research and to report on Virginia's performance. Our goal is to turn competitors into collaborators, working to deliver better health for the citizens of Virginia, better satisfaction for providers, and better value for our Commonwealth.

We recruit, hire, employ, train, promote, and compensate individuals based on job-related qualifications and abilities. We have a longstanding policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, physical or mental disability, military or veteran status, or any other characteristic protected by law. We also provide reasonable accommodation to qualified individuals with disabilities or based on a sincerely held religious belief, in accordance with applicable laws.

Position Summary

The Virginia Center for Health Innovation (VCHI) is seeking a program manager for its Virginia Task Force on Primary Care (https://www.vahealthinnovation.org/virginia-task-force-on-primary-care/). This position will support the task force's work by overseeing meeting logistics, developing and managing contracts, monitoring consultant performance, and preparing required progress reports. This role ensures pilots, research, and all performance deliverables are completed on time, within budget, and aligned with organizational goals through strong vendor management and clear data reporting.

Key Responsibilities

Contract Development and Management

- Develop contract terms, scopes of work, and project budgets.
- Support vendor selection, bidding processes, and contract negotiations.
- Ensure vendor compliance with legal and organizational rules.
- Track contract renewals, amendments, and closeouts.

Consultant Oversight

- Manage the daily work of external consultants and third-party vendors.
- Review consultant deliverables for quality, accuracy, and value.
- Resolve performance issues or project delays with vendors quickly.
- Build strong working relations to get the best results from partners.

Progress Reports and Tracking

- Track project milestones and key performance indicators.
- Write clear, data-driven progress reports for senior leaders.
- Spot risks early and work with senior leaders to create plans to fix them.
- Lead status meetings to keep teams and stakeholders informed.

Preferred Qualifications

Education and Experience

- **Bachelor's degree** in business, management, health policy, or a related field.
- **3+ years** of program or project management experience.
- **Proven track record** in writing and managing contracts and writing progress reports.
- Strong knowledge of contract law and vendor management is a plus.

Application Process

Interested candidates should submit:

- A cover letter describing your interest and relevant experience
- A resume or CV
- Contact information for 3 references

Applications will be reviewed on a rolling basis. Please submit all materials to info@vahealthinnovation.org