



## **Vice President, Health Access & Service Delivery**

### **About AccessMatters**

AccessMatters, a non-profit, public health organization located in Center City Philadelphia, envisions a future where every person has the health care and information they need to thrive. In service to that vision, AccessMatters' mission is to protect, expand, and enhance equitable access to sexual and reproductive health care and information for all people. Our team strives to advance our mission in accordance with these guiding principles: (1) sexual health is an essential component of health and wellbeing across the life span; (2) access to quality, affordable health care – including sexual and reproductive health care – is a fundamental human right; (3) every person, family, and community deserves to be treated with dignity and respect; (4) programs and services should be evidence-based, prevention-focused, and person-centered; (5) organizational excellence is best achieved through a culture of inclusion, diversity, innovation, and accountability; (6) clients, volunteers, staff, partners, and supporters should be treated with kindness, dignity, and respect in a trauma-informed and culturally responsible environment; and (7) everyone deserves a caring workplace environment that fosters trust, teamwork, creativity, and work-life balance where work is enjoyable and where staff are supported in their professional development and their pursuit of excellence.

### **Job Summary**

The Vice President for Health Access & Service Delivery (HASD) is responsible for providing leadership and direction to AccessMatters' core programmatic areas of focus in sexual and reproductive healthcare. The VP for HASD supervises a multi-disciplinary team including, but not limited to, the Deputy to the VP for HASD; the Director of Family Planning; the Director of Community-Based Health Services (CBHS-HIV); the Director of Community Outreach and Information Services (COIS); and the HASD Administrator. As AccessMatters explores new opportunities for community impact and business partnerships, the VP for HASD will have responsibility for exploring, negotiating, and launching new initiatives, developing metrics and supporting high-quality outcomes during implementation of those initiatives.

This position is responsible for developing and executing systems-based strategies to enhance the service delivery portfolio of the organization. The VP for HASD is a senior leader in the organization, serving as a member of the Senior Leadership Team (SLT) and Senior Management Team (SMT), which includes enthusiastically modeling and supporting trauma-informed leadership within HASD and across the organization, building and expanding relationships with stakeholders, eagerly providing leadership in developing and executing on new program and business opportunities, reenergizing existing programs and lines of business, moving forward strategic plan goals, enhancing and maintaining high-quality programs and contributing to the cultural and financial stability of AccessMatters. This position shares responsibility with other members of Senior Leadership Team (SLT) for development of new programs



and the expansion of existing programs, which includes identification of funding sources, proposal submissions, and ongoing grant management. This position is full-time and exempt.

**Direct Reports:** Deputy to the VP for HASD; the Director of Family Planning; the Director of Community-Based Health Services (CBHS-HIV); the Director of Community Outreach and Information Services (COIS), and the HASD Administrator.

**Essential Functions:**

**Supervisory Management and Team Leadership**

- Exemplifies trauma-informed leadership of an effective multidisciplinary team that strives to close the service, access, and delivery gaps between clinical and community sexual and reproductive health priorities.
- Responsible for modeling AccessMatters' Core Values and contributing to a learning culture that is supportive and inclusive of diverse perspectives and ideas, in which leaders foster an environment where staff feel valued and appreciated, where all staff hold themselves accountable to each other and to our community and stakeholders.
- Creates and maintains an inclusive and equitable work environment that is respectful of all, embraces diversity and equity, and includes diverse perspectives and talents in problem solving.
- Leads, coaches, mentors, and develops program staff centering trauma-informed supervision to achieve organizational goals.
- Attracts, develops, coaches, mentors, and retains high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Provides leadership in development of inter-team communication and cohesiveness, sustaining culture, and supporting staff during any organizational growth and/or transitions.
- Provides guidance on functions such as program management, budgeting and funding, resource development and allocation, and progress reviews.
- Responsible for analyzing public health trends and leading internal teams through the conceptualization, development, and submission of large and small grant proposals.
- Provides guidance on functions such as program management, budgeting and funding, resource development and allocation, and progress reviews.

**Clinical and Program Development Management**

- Enhances and implements organizational vision, mission, and goals as identified in the AccessMatters' Strategic Plan.
- Works with the Senior Leadership Team (SLT) and Senior Management Team (SMT) to create and support effective organizational strategies, policies and procedures, as well as monitor complex federal, state, and local budgets.



- Responsible for ongoing relationship management across internal departments, external partners and all AccessMatters' health care provider and community partner networks.
- Develops and maintains managed care, related healthcare and public health expertise to ensure AccessMatters is prepared for and can identify opportunities related to changes in healthcare service delivery and reimbursement.
- Contributes to the achievement of organizational goals by analyzing information, managing assets, recognizing barriers to success, and suggesting ways to improve operations.
- Uses strategic thinking for team building, fostering a community of belongingness and encompasses person-centered leadership skills.
- Seeks out, explores, and launches new health-based programs and business opportunities to expand access to care and information, while contributing to the financial sustainability of AccessMatters.
- Collaborates with other members of SLT and SMT to identify and develop opportunities for revenue-generating projects in areas of AccessMatters' expertise through client cultivation, promotion, and grant proposal writing.
- Provides oversight and leadership to ensure administrative processes are implemented consistently across provider networks and community-based initiatives.
- Maintains high ethical standards and conduct regarding confidentiality and, integrity while representing AccessMatters effectively and commendably to all stakeholders.
- Serves on key committees strategically selected to advance the mission and promote the visibility of AccessMatters' clinical and community work.
- Ensures open and effective communication and coordination of program and service delivery to clients, and ensure mechanisms for implementing consumer input and experience across all networks and programs.
- Serves as a liaison and primary contact for key funders at the federal, state, and local level.
- Manages all budgets and finances for department's funded programs and earned revenue.
- Completes other projects and performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Experience with and commitment to trauma-informed supervision and leadership.
- Experience with and commitment to building anti-racist, inclusive, and trauma-informed programs and organizational culture.
- Passionate commitment to AccessMatters' strategic plan, mission, and vision.
- Experience with and desire to mentor staff members in order to grow their skills and support their self-confidence.
- Ability and desire to work with diverse cultures, communities, and institutions across a broad spectrum of community and clinical providers within the field of sexual and reproductive health.
- Knowledge of and experience within the sexual and reproductive healthcare environment.



- Experience with grant application and ongoing grant management and reporting, specifically federal, state, and/or local government grants.
- Strong project management skills with an ability to evaluate problems and identify effective solutions for managing.
- Demonstrated ability with technical project planning and budget management, including scheduling and resource allocation.
- Excellent written and verbal communication proficiency, coupled with highly developed interpersonal skills.
- Demonstrated ability to manage and support multidisciplinary teams that implement highly complex initiatives/projects.
- Knowledge of metrics, analytics and skill in using them to assess and guide progress of staff members and programs.
- Ability to develop a business case and determine expected values and cost/benefit analysis.
- Open to changing priorities and managing multiple tasks effectively within a compressed timeframe.
- Entrepreneurial spirit, intellectually curious, open to new ideas and solutions.
- Occasionally, work outside normal business hours (e.g., scheduled nights and weekends).

#### **Education and Experience**

- Minimum of five (5) years supervising multi-disciplinary management teams utilizing trauma-informed techniques.
- Non-profit executive leadership skill in a public health or human services related field.
- Minimum of 8-10 years of progressive experience planning, developing, and coordinating health programs and services, including grant management.
- Minimum of 2-4 years' experience working with multidisciplinary project teams within the broad field of sexual and reproductive health, including family planning, prenatal and postpartum health, and/or sexually transmitted infections, specifically HIV.
- Advanced degree in Public Health or related field is preferred.
- Experience with Microsoft Office Applications (Word, Outlook, Excel and PowerPoint) is preferred.
- Eligible for all city and state mandatory clearances, e.g., criminal and child abuse.

**HOW TO APPLY:** Submit both a cover letter and a resume to the Vice President for Health Access & Service Delivery (HASD) position posted at our online career site, by going to this link: <https://bit.ly/343YwKD>. Address cover letter to Raeann Billey, Vice President of Human Resources. Please include salary requirement and potential start date. **\*\*NOTE: While AccessMatters has embraced liberal use of remote work, candidates are expected to reside within commuting distance of our headquarters in Center City, Philadelphia. \*\*** No calls, please. **Applications will be reviewed in a rolling basis with priority to those received before December 23, 2022.** **ACCESSMATTERS IS AN EQUAL OPPORTUNITY EMPLOYER.**