

Job Description

NVHR Director of Programs

Position Title: Director of Programs, NVHR
Reports to: HEP Executive Director
Position Type: Full-time
Salary Range: \$100,000 - \$115,000 per year
Benefits: Health, Dental, and Vision Coverage; PTO including most federal holidays; 401K eligibility after 6 months of employment
Location: Remote (DC, VA, NY, WA preferred)

WHO WE ARE:

The [Hepatitis Education Project](#) (HEP) is a Seattle-based 501(c)(3) non-profit agency committed to providing support, education, advocacy, and direct services for people affected by hepatitis and to helping raise hepatitis awareness. Driven by the values of health equity, social justice and harm reduction, our programs include Prevention and Outreach, Medical Case Management, Correctional Health, and Policy and Advocacy. In 2019, The National Viral Hepatitis Roundtable became a program of HEP.

The [National Viral Hepatitis Roundtable](#) (NVHR) is a coalition of patients, health care providers, community-based organizations, and public health partners fighting for an equitable world free of viral hepatitis. Our mission is to eliminate viral hepatitis in the United States and improve the lives of those affected through advocacy, education, and support to national, state and local partners. NVHR aims to support a comprehensive and integrated response to viral hepatitis by centering the voices of people with lived experience, fighting for equitable access to viral hepatitis prevention and care, and advocating for fully-funded state and federal elimination plans.

JOB DESCRIPTION:

NVHR's Director of Programs leads on efforts to identify barriers and opportunities to viral hepatitis elimination in the United States across the public health and health care systems. Focus areas include health care provider capacity, payer and reimbursement policies, diagnostic tools, and expansion of testing and care to non-traditional settings. The Director of Programs fosters partnerships and collaborations, drives education and resource development, and liaises with diverse stakeholders on strengthening policies and building capacity for viral hepatitis elimination. Working closely with NVHR's Director of Policy, the Director of Programs represents NVHR in various forums and coalitions and serves as a member of HEP's Executive Team.

ESSENTIAL RESPONSIBILITIES INCLUDE:

Access and Innovation

- Analyze and develop policy recommendations to improve access to viral hepatitis treatment
- Identify and highlight best practices and innovative strategies in viral hepatitis care through fact sheets, reports, surveys, toolkits, and webinars
- Develop and manage projects and programs aimed at advancing viral hepatitis elimination, including updating report cards twice annually for *Hepatitis C: State of Medicaid Access*

- Provide advice and support to stakeholders addressing barriers to viral hepatitis care
- Stay abreast of policy developments impacting access to healthcare

Stakeholder Engagement

- Cultivate and nurture strong relationships with key stakeholders, including government partners, community-based organizations, healthcare providers, and pharmaceutical companies
- Engage grassroots advocates, including leading the Provider Advocates Network and facilitating monthly grassroots advocacy calls
- Coordinate committees and working groups, such as the NVHR Advisory Committee and the Diagnostics Working Group
- Represent NVHR at conferences and events

Communications, Finance and Human Resources

- Support the development of awareness campaigns and written communications, including newsletters and press releases
- Triage and support media engagement such as interviews and opinion editorials
- Lead NVHR's budget planning, grants management, and strategic planning efforts
- Assist with NVHR staff recruitment and onboarding
- Supervise and mentor NVHR advisors, contractors, and employees as necessary

Organizational Leadership

- Participate in strategic planning sessions, board meetings, and leadership team discussions
- Provide input on policy development, governance issues, and organizational priorities
- Advise the management of budget in collaboration with the Executive Director
- Support fundraising efforts by participating in events and campaigns, managing donor and sponsor relations, and advising grant development
- Assist with administrative tasks, such as preparing agendas and facilitating meetings
- Research and analyze trends and developments in the nonprofit sector to inform strategic decisions

Travel: 10 travel days per year to conferences and HEP events

DESIRED QUALIFICATIONS:

- At least 3-5 years of experience relevant to public health, infectious disease, and/or health care delivery, financing, and/or policy
- Capacity to engage with a broad range of stakeholders, including patients, providers, community advocates, public health leaders, and industry
- Familiarity with relevant social determinants of health influencing viral hepatitis burden, outcomes, and access to care (e.g. incarceration, immigration status, homelessness, substance use)
- Strong writing and organizational skills; experience with facilitation and public speaking preferred
- Commitment to HEP's and NVHR's mission and values

To apply, please send resume and cover letter to resumes@hep.org Resumes without a cover letter will not be considered

People of color, LGBTQ-identified folks, and individuals whose lived experience has been affected by drug use, homelessness or unstable housing, immigration or resettlement, incarceration, and/or viral hepatitis are strongly encouraged to apply.