

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for a Healthcare Preparedness Operations Manager role. This role provides statewide operational oversight of key preparedness initiatives, systems, and programs, and works closely with healthcare coalitions, state agencies, and partners to strengthen healthcare emergency preparedness, response, and recovery across the Commonwealth of Virginia.

Salary Range - \$84,800 - \$110,300 annually

Actual starting pay will be determined based on several factors, including relevant experience, education, skills, certifications, internal equity, and current market conditions. Compensation decisions are made in alignment with organizational compensation practices and business needs.

Essential Functions:

- Assist with administration and oversight of the ASPR Hospital Preparedness Program (HPP), including coordination of grant deliverables in collaboration with the Virginia Department of Health (VDH) and Regional Healthcare Coalitions.
- Provide operational leadership for the development, maintenance, deployment, and training associated with the Virginia Healthcare Alerting and Status System (VHASS).
- Oversee non-acute and post-acute preparedness initiatives, including the Virginia Long-Term Care Mutual Aid Plan and related programs.
- Support the sustainment, maintenance, and accountability of VHHA-managed emergency preparedness assets and supplies.
- Develop operational workflows, user guidance, and training materials for preparedness systems and platforms, including VHASS, OperativeIQ, grant management tools, Basecamp, and related applications.
- Coordinate VHEMP communications, outreach, and program visibility through website content, job aids, and discipline-specific preparedness materials.
- Assist with planning, coordination, and execution of statewide preparedness events, including the Virginia Healthcare Emergency Preparedness Summit, VHEMP retreats, and related forums.
- Provide operational support for VHEMP committees, workgroups, and stakeholder meetings.
- Assist with tracking and processing monthly reimbursement requests, documentation, and financial coordination related to preparedness grants.
- Represent VHHA and VHEMP in regional and statewide meetings, advisory groups, and partner committees related to healthcare preparedness, trauma, EMS, and public health.
Participate in emergency response activities and provide on-call support for ESF-8 (Public Health and Medical) operations as assigned.

Secondary Duties of Position

- Support statewide healthcare exercises and drills through system coordination, logistics support, and documentation.
- Assist with continuous improvement initiatives to enhance preparedness systems, workflows, and stakeholder engagement.
- Support coalition readiness and system adoption activities through training, technical assistance, and user support.
- Perform other duties and special projects as assigned by the Vice President of Emergency Preparedness.

VHHA is seeking candidates that have experience in healthcare emergency preparedness, program management, and statewide coordination. The ideal candidate brings knowledge of emergency management frameworks (ICS/NIMS), healthcare coalition operations, and grant-funded programs such as HPP. Strong communication, stakeholder engagement, and organizational skills are essential, along with the ability to manage multiple initiatives in fast-paced or response environments. A bachelor's degree and relevant experience are required; a master's degree and experience with healthcare preparedness programs or statewide systems are preferred.

This is a full-time position located at VHHA's headquarters in Glen Allen, Virginia. On-call availability may be required during emergency situations. Travel within the Commonwealth is expected.

Occasional physical activity may be required, including the ability to lift 25–50 pounds during deployments or the distribution of emergency supplies or PPE. The work environment involves limited exposure to environmental hazards.

Compensation will be commensurate with work experience. VHHA offers a competitive benefits package and incentive plan opportunity.

Interested candidates should send a cover letter and resume to recruiting@vhha.com.

VHHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, disability, marital status, military service or veteran status, sexual orientation, gender identity, genetic information, pregnancy, childbirth, or related medical conditions, including lactation, political affiliation, or other basis prohibited by federal or state law relating to discrimination in employment.

It is the policy of VHHA to provide a drug-free workplace in keeping with the spirit and intent of the Drug Free Workplace Act of 1988. VHHA prohibits the manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, or marijuana on VHHA premises or while conducting VHHA business on or off VHHA premises.