

The Virginia Hospital & Healthcare Association (VHHA) is seeking candidates for a Preparedness Program Manager - Logistics & Compliance role. This role coordinates the planning, management, deployment, and sustainment of healthcare emergency supplies, equipment, and operational support functions across the Commonwealth of Virginia. The position also supports statewide healthcare preparedness initiatives, systems, and programs under the Virginia Healthcare Emergency Management Program (VHEMP), working with healthcare coalitions, Regional Healthcare Coordination Centers (RHCCs), and state partners to promote readiness, situational awareness, and compliance with Hospital Preparedness Program (HPP) requirements.

Salary Range - \$91,000 - \$118,300 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:

- Coordinate the statewide management, deployment, and reallocation of healthcare emergency supplies, equipment, and coalition-managed assets.
- Maintain oversight of emergency supply caches, equipment, and materials, including inventories, readiness status, maintenance schedules, and lifecycle planning.
- Support healthcare coalitions and RHCCs during emergency activations by coordinating resource requests, distribution, tracking, and demobilization.
- Assist with administration and operational oversight of the ASPR Hospital Preparedness Program (HPP), including coordination of applicable 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, accountability, and documentation of VHHA-managed emergency preparedness assets and supplies.
- Coordinate statewide logistics and resource management planning efforts to support preparedness, response, recovery, exercises, and pre-planned events.
- Serve as a liaison between healthcare organizations, public health, emergency management, EMS, and logistics partners regarding supply, asset, and system coordination.

Secondary Duties of Position

- Coordinate VHEMP communications, outreach, and program visibility related to supply readiness, preparedness systems, and operational initiatives through website content, job aids, and discipline-specific materials.
- Assist with planning, coordination, and execution of statewide preparedness events, including the Virginia Healthcare Emergency Preparedness Summit, VHEMP retreats, exercises, and related forums.
- Provide operational and logistical support for VHEMP committees, work groups, and stakeholder meetings.
- Assist with tracking, documentation, and processing of monthly reimbursement requests and financial coordination related to preparedness and logistics components of HPP and other grants.
- Participate in statewide and regional meetings, advisory groups, and partner committees related to healthcare preparedness, trauma, EMS, logistics, and public health, representing VHHA and VHEMP as assigned.
- Support emergency response operations and provide 24/7 on-call support for ESF-8 (Public Health and Medical) activities during activations.

- Perform additional duties or special projects as assigned by the Vice President of Emergency Preparedness.

VHHA is seeking candidates with experience in logistics, supply chain management, emergency management, public health, or healthcare preparedness. The ideal candidate has knowledge of healthcare emergency supply chain management; HPP requirements and grant operations; healthcare alerting, situational awareness, and coordination systems such as VHASS; emergency management frameworks, including ICS, NIMS, and ESF-8; and post-acute, non-acute, and long-term care preparedness environments. Strong skills in statewide logistics coordination, inventory and asset tracking, documentation, systems training, workflow design, stakeholder engagement, interagency coordination, and operational communication are essential.

A bachelor's degree is preferred or 2-3 years of relevant experience. ICS 100, 200, 700, and 800 certifications are also required; additional certifications are preferred or must be obtained within one year. A master's degree in emergency management, healthcare administration, logistics, supply chain management, or a related field is preferred, along with experience managing healthcare emergency supplies, caches, or logistics operations and familiarity with state or federal emergency logistics systems and asset tracking tools.

This is a full-time, exempt position reporting to the Vice President of Emergency Preparedness. The position reports to VHHA's main office in Glen Allen, Virginia; the employee may reside in any healthcare coalition region reporting to VHHA (central, eastern, or southwestern), with responsibilities spanning the Commonwealth. Remote work or other designated work locations may be required. The role requires 24/7 on-call availability, frequent day and night travel statewide, and occasional travel outside Virginia.

Occasional physical activity is required, including the ability to lift 25-50 pounds when moving equipment or supplies or during deployment operations. Limited exposure to environmental hazards may occur during emergency response activities.

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.