

Full-Time Program Director

Summary of Position

The Kansas City Medical Society Foundation is a charity dedicated to improving access to medical care, building health equity, and advancing the overall wellness of people across greater Kansas City. The Foundation is affiliated with the Kansas City Medical Society, the association of 3,000 Kansas City-area physicians.

This position directs agency programs and initiatives, including Wy Jo Care and Metro Care which allow people without insurance to access over 4,000 life-changing donated specialty medical services each year.

This position is full-time, salaried, and reports to the CEO. This position will be 100% virtual for the foreseeable future.

Essential Responsibilities

Direct Wy Jo Care and Metro Care program

- Manage referral scheduling process, donor practice recruitment, data collection and management, reporting and evaluation.
- Supervise and support program team members to achieve goals.
- Support referral agencies through communication, training, process and technical support.
- Update and adapt new processes needed for changing healthcare environment.
- Participate in community collaborations that support program and mission.
- Support agency mission and vision for health equity and access.

Direct agency projects and initiatives

- Lead community-based projects on health equity and access. Supervise staff and contractors as appropriate.
- Identify funding and project opportunities related to core mission, health equity, and health access.
- Support operational development of agency programs, projects and initiatives.

Support a collaborative virtual work environment

- Lead committee work related to Wy Jo Care and Metro Care program.
- Support a team-based approach with internal stakeholders.
- Support collaborative approach with external stakeholders.
- Represent agency in community initiatives that move the agency mission and goals forward.

Qualifications:

Bachelor's degree in business, healthcare administration, or similar focus.

At least three years' experience in healthcare office management and/or program management, with demonstrated competencies in adaptive leadership, staff management, and process development and implementation. Education and certification in process improvement strongly preferred.

Demonstrated ability to provide the essential responsibilities described above.

Prefer bilingual or multicultural candidates.

Salary and Benefits:

\$60,000-70,000/yr. (commensurate with professional experience, education, and active credentials)

\$4,000 annual health stipend

Generous PTO and paid holidays

Flexible work schedule

To Apply:

Send resume, cover letter and professional references to abarnes@kcmedicine.org by May 28, 2021.