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# Missouri Family Health Council, Inc.

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## Director of Program Services

Position: Director of Program Services  
Status: Full-time; exempt  
Reports to: Executive Director  
Salary Range: \$70,000 - \$80,000

Missouri Family Health Council, Inc. (MFHC), a private nonprofit organization, champions access for every individual to culturally sensitive, quality, sexual and reproductive health education and services. Our mission is achieved in two primary ways: through advocacy to break down systemic policy barriers that decrease health equity and impede access to services; and improving quality services through programming. MFHC is proud to support systems of care throughout the state, with particular emphasis on safety net providers, in delivering patient-centered reproductive healthcare to all those who seek services. Our programming is focused on removing cost barriers, specifically for the uninsured, and supporting health centers through quality training, analysis, and collaboration. For more information on MFHC, please visit [www.MFHC.org](http://www.MFHC.org).

### Position Summary:

The Director of Program Services is a member of the leadership team and oversees the implementation and integration of MFHC's programs. Currently, the two major grant funded programs are Title X and *The Right Time* initiative. This role has the prime responsibility of providing strategic direction for the program team and ensuring access to, and quality of, family planning services throughout Missouri.

This leadership role reports directly to the Executive Director and supervises the program team.

### Responsibilities include:

- Establish policies and procedures required for the agency and program staff to implement program initiatives and ensure compliance with grant requirements.
- Work with the leadership team to transform conceptual ideas into tangible outputs.
- Collaborate with the leadership team to problem solve and create solutions that further the agency's strategic direction.
- Ensure high quality service delivery based upon defined program evaluation methodologies and when necessary, recommend changes to the network to meet programmatic goals.
- Establish programmatic goals and evaluation strategies to meet program/grant objectives.
- Create and maintain a positive workplace culture for program staff. The Director of Program Services manages and mentors 3-4 program managers.
- Utilize operational results to support programmatic grant reporting.
- Identify grant/funding opportunities and applying for funding that furthers MFHC's strategic direction.

- Stay abreast of current family planning service delivery best practices and standards.
- Conduct stakeholder outreach and acts as MFHC's representative for appropriate stakeholder and partnership groups, including national groups, and presents on MFHC programs and accomplishments.

**Qualifications include:**

- Passion for MFHC's mission of championing access for every individual to culturally sensitive, quality, sexual and reproductive health education and services.
- Bachelor's degree in a related field (Public Health, Public Administration, Nursing, Healthcare Management or Administration, etc.) Master's Degree preferred.
- At least three years of experience is program integration and operational improvement.
- At least three years of experience in a leadership position responsible for problem solving and strategic input.
- Experience in the area of program evaluation, quality assurance, performance measures, and/or utilization review required. Familiarity with the RE-AIM framework a plus.
- Experience in healthcare organizations or settings. Clinical experience a plus.
- At least three years supervising experience.
- Ability to work with diverse health center personnel and programs in a helpful, yet firm, manner.
- Outstanding written and verbal communication skills.
- Must have a high comfort level with self-direction, supervision of subordinates, and team-based settings.
- Must be willing to work from Jefferson City, MO office.
- Ability to travel – approximately 2-3 days per month with 10 overnights per year.

**Application Requirements:**

If you are qualified and interested, please email your cover letter and resume to [rbeul@mfhc.org](mailto:rbeul@mfhc.org), or mail to: Executive Director, Missouri Family Health Council, Inc., PO Box 104475, Jefferson City, MO, 65110-4475. **MFHC will only consider candidates that submit both a resume and cover letter.**

In your cover letter, please speak to:

1. Leadership abilities and experience that make you a successful candidate;
2. Your experience working in family planning or reproductive healthcare, highlighting any Title X experience;
3. Experience in program integration and evaluation, highlighting history of operational improvements.

**The deadline for application submissions is Friday, December 7, 2018.**

Compensation is commensurate with experience and education. No phone calls please. All resumes will be treated as confidential. EOE