



GRAND RAPIDS

African American Health Institute

Job Posting | May 2026 Vice President of Strategic Operations

Organization Overview

The Grand Rapids African American Health Institute (GAAHI) is a community-based health organization dedicated to eliminating racial and ethnic health disparities through community engagement, advocacy, research, and education. For nearly 25 years, GAAHI has served as a trusted leader and convener in West Michigan, working collaboratively with healthcare systems, educational institutions, businesses, policymakers, and community organizations to improve health outcomes and advance health equity.

GAAHI's work is grounded in the CARE Model:

- **Community Engagement**
- **Advocacy**
- **Research**
- **Education**

Through research, advocacy, innovative programming, strategic partnerships, workforce development initiatives, and culturally responsive health initiatives, GAAHI empowers communities while creating pathways toward healthier futures and greater representation in healthcare leadership. To learn more, visit www.graahi.com

Position Summary

The Vice President of Strategic Operations is a senior leadership position responsible for strengthening organizational systems, strategic operations, cross-functional coordination, execution, accountability, and overall organizational effectiveness.

This role also provides visionary leadership for the Center for Pathways to Healthcare Careers and the Center for Health Initiatives & Community Engagement. This position reports directly to the CEO and engages closely with our partners and stakeholders.

The ideal candidate is a strategic thinker, relationship builder, systems-oriented leader, and strong communicator who can effectively balance people management, program leadership, operations management, partnership development, and organizational strategy.

Key Responsibilities

1. Strategic Operations & Organizational Leadership

- Support the operationalization of GRAAHI's strategic priorities and organizational goals.
- Foster workplace culture.
- Personnel Management, including onboarding, HR compliance, performance management, professional development, and exit interviews.
- Institutional stewardship, responsible for protecting, managing, and advancing GRAAHI's mission, resources, reputation, and relationships.
- Assist in developing systems, workflows, and operational processes that improve organizational effectiveness, efficiency, communication, and accountability.
- Coordinate cross-departmental initiatives to ensure alignment with organizational objectives.
- Identify operational gaps and recommend innovative solutions that strengthen organizational infrastructure and sustainability.
- Other duties as assigned.

2. Financial & Grant Management

- Establish and manage departmental budgets, maintain financial records (payables and receivables), and oversee financial reporting.
- **Oversee Neon One and other database management tools.**
- Support the development and processing of grant and fund development efforts.
- Ensure the development and implementation of workplans for each grant are well developed and executed based on the grant deliverables, as developed in the outline and timeline of the workplan.
- Follow up regularly to ensure reports and compliance with all grants are met.
- Establish clear expectations and accountability protocols.

3. Pathways Program Leadership & Workforce Development

- Provide supervision and oversight to the Director of Pathways to Careers in Healthcare to support the strategic direction, implementation, and growth of GRAAHI's Center for Pathways to Healthcare Careers.
- Provide leadership support and guidance to the development of innovative programs that increase exposure, access, mentorship, and career readiness for students pursuing healthcare careers.
- Strengthen pipelines connecting K-12 students, colleges/universities, healthcare systems, and workforce partners.
- Ensure the curriculum, student engagement strategies, internship opportunities, scholarships, mentorship initiatives, and leadership development activities are intentionally aligned with program goals to foster student success, professional growth, and long-term impact.

- Ensure strategic planning implementation efforts are effectively developed and executed through clear deliverables, defined timelines, accountability measures, and measurable outcomes that support organizational goals and long-term impact.
- Ensure operational dashboards, reports, and performance metrics are maintained to support data-driven decision-making
- Monitor participant outcomes and continuous improvement strategies to enhance program effectiveness and impact.
- Cultivate partnerships with healthcare providers, academic institutions, and community organizations to support workforce diversification efforts.

4. Health Initiatives & Community Engagement

- Provide strategic leadership to the Center for Health Initiatives & Community Engagement.
- Serve as a key representative of GRAAHI with community members, community organizations, healthcare systems, educational institutions, corporations, churches, Greek life, and public agencies.
- Build and maintain strategic partnerships that support GRAAHI's mission.
- Facilitate collaborative meetings, advisory groups, and stakeholder engagement efforts.

5. Staff Leadership & Team Development

- Provide leadership, guidance, mentorship, and supervision to assigned staff, interns, consultants, partners, and volunteers.
- Foster a collaborative, mission-driven, and solutions-oriented workplace culture.
- Support staff development, leadership growth, and professional learning opportunities.
- Promote organizational values centered on equity, excellence, innovation, integrity, and community impact.

Qualifications

Education

- Master's degree or above in Public Health, Healthcare Administration, Education, Nonprofit Leadership, Business Administration, Social Work, or related field.

Experience

- Minimum of 7-10 years of progressive leadership experience in program management, operations, workforce development, education, nonprofit leadership, healthcare, or community engagement.
- Demonstrated experience managing complex initiatives, partnerships, and strategic projects.

- Experience working with diverse populations and advancing equity-centered initiatives.
- Strong understanding of healthcare workforce challenges, educational pathways, advocacy, and community-based programming.

Knowledge, Skills & Abilities

- Strategic planning and operational leadership
- Program development and implementation
- Workforce development and educational partnership building
- Strong organizational and project management skills
- Data analysis, evaluation, and reporting
- Excellent communication and presentation abilities
- Relationship management and coalition building
- Budget oversight, grant management, and resource coordination
- Ability to lead multiple priorities in a fast-paced environment
- Strong commitment to health equity and community impact

Core Competencies

- Visionary Leadership
- People Management
- Conflict Resolution
- Strategic Thinking
- Collaboration & Partnership Building
- Systems Thinking
- Operational Excellence
- Cultural Competence
- Accountability & Integrity
- Innovation & Problem Solving
- Community-Centered Leadership

Reporting Structure

The Vice President of Strategic Operations reports to the Chief Executive Officer.

APPLICATION PROCESS:

Please e-mail a cover letter and resume to barbara.lash@graahi.org. Please use "Vice President of Strategic Operations" as the subject line for your e-mail. We review applications on a rolling basis.

The Grand Rapids African American Health Institute is an Equal Opportunity Employer and encourages diversity in all facets of the organization's work. GRAAHI offers competitive wages and a full benefits package