



# Vice President of Operations

Location: New York

## Global Health Corps

Global Health Corps (GHC) mobilizes a global community of emerging leaders to build the movement for health equity. GHC believes young leaders with diverse backgrounds and a deep commitment to collaboration, innovation, and social justice are going to revolutionize how the world tackles its toughest health challenges. We strongly believe our GHC community is the new breed of leaders that the world desperately needs.

Through a competitive recruitment process, we identify daring and innovative university graduates and early- to mid-career professionals from around the world and pair them with amazing partner organizations and government agencies in the US, East Africa, and Southern Africa. Our fellows spend a year in their placement devoting their unstoppable energy to making the world a healthier place for all people, everywhere. Whether they are working with a small grassroots organization like [HIPS](#) in Washington, DC to ensure sex workers have access to critical health services, or with the Ministry of Health in Zambia researching patient use of HIV testing and counseling, each fellow plays an essential role in the health equity movement.

Fellows come together five times a year for additional training, community building, leadership development, and mentorship to become audacious, resilient, and highly-networked changemakers. Each one of our fellows has the capacity to change the world – and many already are – and we are grateful to work closely with them to amplify their impact. Since its founding in 2009, GHC has supported nearly 600 fellows working at various levels of the health system, across issue areas and across continents, and our community gets stronger every year.

For more information, visit our [website](#) or find us on [Facebook](#) and [Twitter](#).

## The Candidate

GHC is seeking a talented, highly organized, and execution-minded professional to join our growing global team. The past six years have been full of exciting and rapid growth for GHC and we are in need of a Vice President of Operations to oversee the security, logistics, IT, and finances of our global team as well as revise several key organizational systems to support significantly expanded global operations. The VP of Operations will be a core member of the GHC Senior Leadership Team, responsible for ensuring that the full resources of our organization are strategically and optimally managed and deployed in support of our mission and new strategic priorities during a new era of organizational growth and scale. This includes oversight and accountability for strategic implementation, responsibility for operational effectiveness, and value added contribution to team building and organizational effectiveness.

The ideal candidate will thrive in a dynamic, global, collaborative and fast-paced start-up environment where we are passionate about what we do, care deeply for our greater mission, and work hard to achieve results. S/he will

bring a solution-oriented and client service mindset, demonstrating excellent attention to detail and a value for collaboration across a range of teams, cultures, and time zones.

## Responsibilities:

- **Strategic Planning and Execution** as a key member of the Senior Leadership Team, including:
  - Contribute to developing and implementing strategic priorities that will advance the GHC mission.
- **Organizational Finances** in partnership with our Finance and Operations Manager, including:
  - Transition from QuickBooks Online to a new fiscal management system
  - Development and management of annual budget
  - Annual audit and development of Financial Statements
  - Organizational purchasing and vendor relationships
- **Safety and Security** in partnership with our Global Operations and Security Manager, including
  - Fellow and staff safety and security
  - Fellow housing and living supplies (furniture, utilities...)
- **Fellow Placement Logistics** in collaboration with the Global Program Team, including:
  - Contract agreements with organizations hosting fellows (i.e. placement partners)
  - Fellow and health insurance
  - Fellow visas and work permits
- **Fellowship Admissions** in close collaboration with the GHC Communications Team, including:
  - Fellow selection and placement
  - Train and manage 300+ Admission Committee members to review applications and conduct interviews
  - Develop admissions systems and tools, including selecting and/or developing software solutions to automate and streamline admissions work
- **Operational Effectiveness**, in close collaboration with GHC Talent Management Team, including:
  - Develop and implement systems, processes and policies to enhance capacity, efficiency and effectiveness for an early-stage, fast-growing and ambitious organization while maintaining the entrepreneurial spirit and esprit-de-corps that define GHC.
- **IT and Web Management** in close collaboration with the GHC Communications Team, including:
  - GHC website upgrade and redesign
  - Review and upgrade of global IT infrastructure and network capabilities
  - Restructure and revamp of knowledge management system and tools
- **Legal Oversight** and management of pro bono counsel.

## Qualifications:

- Minimum 8-10 years operations or management experience in a global matrix organization
- Bachelor's degree required, Master's degree preferred.
- Experience leading and empowering global teams and developing early-career professionals

- Experience leading teams through a budgeting process, developing budget projections, overseeing expense management processes
- Proven track record of strong organizational and time-management skills
- Experience scaling systems and solutions for a growth-stage organization
- Top-notch attention to detail
- Tech savviness and interest in new technologies and information management systems; ability to use Google tools, Dropbox and other online platforms to streamline work
- Previous experience with Salesforce or similar database systems a plus
- Previous experience in a small entrepreneurial environment a plus
- Previous experience monitoring global safety and security issues a plus
- Commitment to social justice and passion for global health equity

## How to Apply

Please submit a cover letter and resume to [apply@ghcorps.org](mailto:apply@ghcorps.org) with the subject line "VP of Operations." Due to the high volume of applications, only applicants selected for an interview will be contacted.

Thank you for applying!

The GHC Team