
JOB DESCRIPTION: Program Manager – DDS and GKAS
Virginia Dental Association Foundation (VDAF)

The **Program Manager** coordinates two VDAF programs:

- 1) Donated Dental Services (DDS) - a year-round program that matches low-income Virginians who are disabled, elderly or medically compromised and cannot afford/access comprehensive treatment for severe dental problems with dentists and specialists that provide pro bono services; and
- 2) Give Kids a Smile![®] (GKAS) - a children's dental access program that provides oral health education and dental services for underserved children, with most events occurring in February.

Supervisor: Executive Director

Classification: Exempt

Qualifications, Skills & Experience:

- Bachelor's degree in social work or other human services field or equivalent experience
- 2 years of experience in a social services setting providing program coordination and/or case management
- Ability to demonstrate patience and compassion for persons seeking and receiving help while also maintaining appropriate professional boundaries; diplomacy and positive interpersonal relations required at all times
- Demonstrated excellence in the recruitment, engagement, and leadership of volunteers
- Experience and passion working with populations living at or below the Federal Poverty Level, seniors and disabled adults
- Exceptional written and oral communication skills
- Close attention to detail; well-developed organizational and reporting skills
- Experience in grant reporting process, including program evaluation and data management
- Proficient with computers, databases, office machines and related technology
- Ability to take initiative and work independently with remote supervision; good judgment in determining when to make independent decisions and when to involve supervisor and others

Responsibilities include, but are not limited to:

Volunteer Management (50%):

- Provide volunteer DDS dentists and specialists with information necessary to consider DDS patients for treatment
- Develop, implement and manage a volunteer management and appreciation strategy
- Create volunteer policies and procedures, including volunteer forms and volunteer position job descriptions
- Promote the DDS volunteer program, recruit volunteers, and significantly grow volunteer participation to meet program needs.
- Manage program interns and volunteers as needed
- Collect data and maintain detailed records of volunteer hours and value of in-kind donations provided

Case Management (50%):

- Conduct telephone intake and follow-up interviews with DDS applicants to determine eligibility
- Arrange DDS laboratory work, securing donations whenever possible. Authorize lab fee reimbursements.
- Perform case management functions and assure that process goes well for both DDS clients and dentists
- Provide outreach to increase participation in DDS program by volunteers and patients
- Serve as a resource to dentists/specialists planning GKAS events
- Present detailed reports for DDS and GKAS, as required
- Other duties as assigned by supervisor

Salary Range: \$50,000-55,000 depending on level of experience

Benefits:

This is a full-time position. The VDAF offers a very robust benefits package, including generous PTO, paid holidays, health insurance, life insurance options, and 401K/pension retirement plan with employer contribution.

The VDAF is an Equal Opportunity Employer committed to recruiting, employing, and promoting the best-qualified individuals. The VDAF aims to create an inclusive, safe working environment and welcomes applications from all qualified individuals. The VDAF does not discriminate based on race, ethnicity, religion, gender or gender identity, sexual orientation, age, national origin, marital status, disability, veteran's status, political affiliation, socio-economic status, or other applicable legally protected characteristics.

To apply, please submit a cover letter and résumé to Tara Quinn at quinn@vadental.org. References will be requested from final candidates. No phone calls, please. All applications will be treated confidentially.