



**Job Title: Program Officer**

**Reports to: Vice President for Grants**

**Position Summary:** Under the leadership of the Vice President for Grants, the Program Officer assists in developing, managing, and evaluating a portfolio of grants and initiatives. The focus of the Program Officer's work is to seek out investment opportunities that align with Episcopal Health Foundation's (EHF) goals, outcomes, and strategies. The Program Officer should be knowledgeable of the health system, able to generate insights, and develop actionable recommendations that inform our investment decisions and movement toward our goals. The Program Officer guides organizations through the entire application process, from concept development through presentation of proposals and evaluation results. The Program Officer is expected to develop and maintain a variety of relationships in the community, and a knowledge base of current trends, activities and changes within the community at-large in support of our goals, outcomes, and strategies.

While each of our four Program Officers manages a portfolio of diverse grantees working across all of our goals, outcomes, and strategies, each Program Officer serves as the primary lead on particular areas of work. This Program Officer will take the lead in our work under Goal 1: Strengthening Systems of Health by Catalyzing Health Systems to be Accessible, Equitable, and Deliver Health not just Healthcare. For this reason, the successful candidate will have experience and knowledge in understanding the health and healthcare systems; health and healthcare policy and finance; and health and healthcare systems operations.

**Primary Responsibilities of all EHF Program Officers:**

- Carry an assigned portfolio of priority grants
- Seek out and/or develop investment opportunities for grantmaking
- Respond to inquiries from organizations regarding the Foundation's grantmaking guidelines
- Consult with organizations regarding specific grant proposals to ensure that the proposal meets Foundation guidelines and/or initiative requirements, and is a well-formulated request
- Assist grant seekers and grant recipient organizations, as appropriate, to direct them to other resources for organizational development, funding, program ideas, etc.
- Provide management support to EHF's new projects/initiatives

*Proposal Review*

- Use data and research to inform grant decisions; generate proposal ideas

- Review all assigned letters of inquiry and full proposals to ensure that required information has been provided. Where needed and appropriate, conduct additional research into the relevant field of interest and/or nonprofit organization
- As appropriate, conduct site visits and due diligence for each assigned proposal
- Prepare proposal analysis including written summaries and recommendations for review and action by the Board's Program Committee

#### *Monitoring and Evaluation*

- Maintain data and provide information as needed to support the Research and Evaluation Division's development of reports to aggregate evaluation results and communicate the Foundation's impact in the community
- Ensure that grant files are complete, accurate and current; maintain statistical information regarding grantmaking activity
- Monitor implementation of each grant by requesting and reviewing written evaluations and by conducting site visits to a representative number of grant recipients

#### *Community Leadership*

- Develop and maintain contact with a broad cross section of organizations in the community aligned with EHF's mission and goals
- Support leadership initiatives developed/coordinated by the Research and Evaluation Division and the President's Office
- Keep abreast of emerging issues both locally and nationally
- Other duties as assigned by the Vice President for Grants

#### **Qualifications and Skills:**

- Bachelor's degree required; master's degree strongly preferred
- Demonstrated knowledge of health system, healthcare safety net, and systems thinking
- A minimum of five years of post-college experience, some portion in the nonprofit or governmental sector required, ideally within the health/healthcare sector. Grantmaking experience strongly preferred; desire to work in and with nonprofit health sector is essential
- Strong interpersonal and collaboration skills; proven ability to be flexible in a team-oriented approach with diverse groups of people
- Strong written and oral communication skills
- Strong analytic and problem-solving skills
- Content expertise in health and wellness subject areas, including health and healthcare delivery systems, delivery system reform, and health and healthcare financing and policy.
- Excellent planning, organizational, multi-tasking, and time management skills

- Computer literate and experience working with databases strongly preferred

*All employees are expected to meet EHF's expectations regarding foundation citizenship. These include taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office suite and are expected to comply with EHF policies, procedures, and values.*

### **Compensation:**

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits which include comprehensive health insurance coverage and a retirement plan to which the Foundation will contribute an amount equal to 9% of base salary.

### **About the Episcopal Health Foundation:**

The [Episcopal Health Foundation \(EHF\)](#) believes all Texans deserve to be healthy. EHF is committed to transform the health of our communities by going beyond just the doctor's office. By providing millions of dollars in grants, working with congregations and community partners, and providing important research, we're supporting solutions that address the underlying causes of poor health. EHF was established in 2013 and is based in Houston. With more than \$1.2 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works to help 10 million people across [57 Texas counties](#). **#HealthNotJustHealthcare**

Interested candidates should apply at <https://www.episcopalhealth.org/about/work-with-us/>  
The position will remain open until filled.