



## 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 and have direct experience working within the health system, able to generate insights, and develop actionable recommendations that inform our investment decisions and movement toward our goals. This position does not pertain to knowledge of or experience with development or other fundraising functions. 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 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 Officer

- ▶ **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
- ▶ Must demonstrate knowledge of health system, healthcare safety net, and systems thinking
- ▶ Must be a content expert in health and wellness subject areas, including health and healthcare delivery systems, delivery system reform, and health and healthcare financing and policy
- ▶ 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
- ▶ 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.*