



EPISCOPAL HEALTH
FOUNDATION

POSITION PROFILE

Program Officer

Episcopal Health Foundation

Houston, Texas



ABOUT EPISCOPAL HEALTH FOUNDATION

Episcopal Health Foundation (EHF) believes all Texans deserve to be healthy. EHF is committed to transform the health of their communities by going beyond just the doctor's office.

EHF believes health is much more than seeing a doctor. Access to affordable medical care is vitally important, but it's only 20% of what contributes to a person's overall health. The remaining 80% is determined by social and economic status, health behaviors, community safety, physical environment, and much more.

By providing millions of dollars in grants, working with community partners and congregations, and providing important research, EHF supports solutions that address the underlying causes of poor health.

EHF was established in 2013 after the transfer of St. Luke's Episcopal Health System. With more than \$1.2 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works across 57 Texas counties.

EHF chose to focus on improving community health, rather than just health care, because the opportunity for good health starts long before one needs to see a doctor. Health systems need scalable solutions to address non-medical factors that impact health. EHF was created as a community-based philanthropy to spark transformative change serving more than 11 million Texans.

For more information on the Episcopal Health Foundation, please visit episcopalhealth.org.

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THE OPPORTUNITY

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 EHF's investment decisions and movement toward their goals. In order to be successful, this leader must have knowledge of the financing of healthcare delivery systems.

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 EHF's goals, outcomes, and strategies.

While each of the Program Officers manage a portfolio of diverse grantees working across all of EHF's 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 the organization's 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.



THE OPPORTUNITY

The Program Officer will hold the following key responsibilities:

- 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 & manage strategic initiatives for the Foundation including the Clinics Pathway Approach.

The Program Officer will have additional responsibilities in the following areas:

- **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.

CANDIDATE PROFILE

The ideal candidate will have the following professional and personal qualities, skills, and characteristics:

Expertise in Healthcare Delivery, Financing & Policy

The Program Officer will bring to the table an expertise of health systems, healthcare safety nets, and systems thinking. A thought leader in these areas, this leader will have experience in developing and implementing health system evaluation and programmatic efforts. The Program Officer will display confidence in approaching complex problems with an analytic and data driven approach. This leader will display content expertise in health and wellness subject areas, including health and healthcare delivery systems, delivery system reform, and health and healthcare financing and policy.

With EHF's financial needs in mind, the Program Officer will be experienced employing a comprehensive approach to reviewing grant opportunities and proposals, using a data driven approach to inform their decision making. This leader will have a demonstrated ability to synthesize information while navigating multiple sources and large databases. The Program Officer will evaluate and advise on the organization's policies and systems concerning grant decisions and will have the proven ability to provide thoughtful and discerning direction to grant seekers to assist them in crafting a well-formulated request. A tactical leader, the Program Officer will bring a strategic lens to their work, providing insight on the entire life-cycle of the grant-making process.



CANDIDATE PROFILE

A Relationship Builder and Collaborator

The Program Officer will be skilled at building and sustaining excellent relationships at multiple levels with varied constituencies including the EHF Management Team and colleagues in philanthropic, healthcare, academic, government, policy, and research institutions. This leader will have strong interpersonal and collaboration skills with proven ability to be flexible in a team-oriented approach with diverse groups of people. The Program Officer will build bridges and engage colleagues internally and externally. The Program Officer will ensure that all work in their portfolio is consistent and aligned with EHF's strategic plan and vision in a professional and collaborative manner.

Passion for the Mission

The Program officer will have a true passion for the mission of EHF and a commitment to effectively support the goals of the organization. A strong advocate for community and public health, the Program Officer will bring a sense of urgency to the role, championing EHF's mission. On the most fundamental level, they will care deeply about the tools and steps needed to improve the health and well-being of local communities, promoting this passion throughout the organization. The Program Officer will be compelled by EHF's mission and will embrace their tradition of excellence, while having an eye consistently focused on the future. This leader will be an empathic, charismatic leader who has strong faith in humanity and treats others with respect. The Program Officer will be an individual of unquestioned integrity, ethics and values; someone who can be trusted without reservation.



CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Marissa Delgado, George Theotokatos, and Maureen Clancy are leading this search. To make recommendations or to express your interest in this role please visit email

EHF@koyapartners.com

All nominations, inquiries, and discussions will be considered strictly confidential.

Episcopal Health Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ and other underrepresented applicants.

About Koya Partners

Koya Partners, a member of the Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Koya is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

For more information about Koya Partners, visit **www.koyapartners.com**.