



Program Officer

Reports to

Vice President for Grants

Position Summary

Under the leadership of the Vice President for Grants, the Program Officer is responsible for collaboratively contributing to program development by initiating, curating, developing, stewarding, and evaluating a portfolio of grants and initiatives aimed to advance health in Texas. From concept development and capacity building approaches to resourcing and stewardship of the grant lifecycle, the Program Officer operates in partnership with grantee organizations to cultivate and guide our work that positively impacts people and communities. The Program Officer is responsible for engagement with grantees and partners served by EHF and collaboratively stewards integrated solutions that advance health. The Program Officer applies a strong, foundational knowledge and experience base in health, health care, public health, and/or community health, as well as fluency in policy and philanthropy that integrates best practices and innovations that benefit the health and well-being of communities.

SCOPE OF WORK

- Establish and maintain ongoing and trusted relationships with grantee organizations, peer funders, and health leaders. This includes collaboratively identifying and addressing emerging challenges by recommending a range of foundation support (technical assistance, capacity building grants, referrals to resources, etc.) to drive long-term progress on strategic priorities.
- Shape the programmatic work and implementation of a portfolio of grants and initiatives that advance one or more components of EHF's strategic framework; serve as a collaborator in the evaluation of the portfolio of work

- Develop the implementation plan for grantmaking on one or more components of EHF's strategic framework under the leadership of the VP of Grants and lead this work through a highly-collaborative, inclusive, integrative, and innovative leadership style; shape the development, implementation, and long-term stewardship of one or more impact portfolios within EHF's strategic framework
- Serve as a community leader and work directly with grant applicants, grant recipients, and related organizations to steward high-impact, outcome-oriented grants and other financial investments focused on health
- Serve as a key voice within the Grants team to develop and implement EHF's strategy for delivering on the vision, consistent with the direction set by the Foundation's board
- Act as a thought partner and identify opportunities for collaborative strategy development and grantmaking with colleagues across EHF and subject matter experts external to EHF
- Actively and effectively collaborate with each of the Foundation's divisions and cross-functional teams and leverage informal influence to drive alignment and outcomes associated with the strategic framework

QUALIFICATIONS AND SKILLS

- Bachelor's degree required, Master's degree or above preferred
- Minimum of seven years professional experience in work related to EHF's Actions Areas – health and health care services, healthy communities, health policies – or closely related experience
- Direct experience building, leading, and/or evaluating high-impact, outcome-oriented initiatives in community health, public health, or related sector
- Experience serving in a critical role (internal or external) that was consequential to the implementation of an organization's strategy and impact over time
- Demonstrated strength in professional trust-building, relational dynamics, and authenticity applied to initiatives which have impacted health
- Demonstrated aptitude leading successfully within complex, multi-sector contexts and environments
- Ability to apply a broad knowledge of health, health care, public health, philanthropy, and related topics to the concepts, practices, principles, and grantmaking procedures that shape community investments
- Demonstrated ability to consider, assess, and integrate a diverse range of viewpoints into a decision frame

- ⌚ Personal leadership principles which emphasize humility, commitment to long-term impact, accountability to people and purpose
- ⌚ Clear relationship-building orientation, with a demonstrated ability to partner effectively across a broad range of internal and external partners
- ⌚ Open-minded, self-aware, collegial, and able to develop relationships based on trust, confidence, and respect
- ⌚ Critical thinking orientation and analytical skillset – quantitative and qualitative – including but not limited to partner assessment, situational assessment, landscape analysis, data analysis, and related, as integrated for well-rounded decision-making
- ⌚ Intellectual agility and the ability to analyze, think critically, and lead across shifting dynamics
- ⌚ Comfort working within a highly-integrated organizational culture
- ⌚ Ability to communicate effectively across the internal enterprise and with external partners
- ⌚ Strong communications, networking and relationship management skills
- ⌚ Demonstrated judgement with regards to stewardship, finance, and program management
- ⌚ Experience with grants management and related software

All employees are expected to comply with EHF values, EHF citizenship expectations, and EHF policies and procedures. These include: taking responsibility for actions and outcomes, being a good steward 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 software.

COMPENSATION

Salary will be set in accordance with the market and 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 FOUNDATION

The [Episcopal Health Foundation \(EHF\)](#) believes all Texans deserve to live a healthy life - especially the poor and those with the least resources. Our public health orientation leads us to focus on upstream work that goes beyond providing healthcare services in a doctor's office and seeks to address the underlying social, economic, behavioral, and environmental causes of poor health. We are most interested in work that takes a systems approach to improve community health, which leads us to focus on creating and supporting intentional connections between and among institutions aimed at not just improving healthcare delivery but transforming the health of an entire community.

With more than \$1.2 billion in estimated assets, EHF operates as a supporting organization of the Episcopal Diocese of Texas and works to help improve the health and well-being of the 15 million people living throughout the 81-county region of the Diocese.