



EPISCOPAL HEALTH
FOUNDATION

Program Officer

Reports to

Vice President of Grants

Position Summary

The Program Officer advances the Episcopal Health Foundation's Strategic Framework by managing a portfolio of grants and initiatives that address the root causes of health inequities in Texas. This role translates high-level vision into actionable strategies that are outcome-focused, sustainable, and responsive to emerging opportunities. Central to the position is building and sustaining trust-based relationships with grantee partners, peer funders, and leaders in both health care and the non-medical drivers of health. The Program Officer serves as a convener and collaborator, fostering alignment across EHF's divisions and with external partners to identify opportunities, address challenges, and strengthen strategies. By integrating community voice, evidence, and learning into EHF's work, the Program Officer ensures that philanthropy drives long-term, systemic change that improves health, not just health care, for Texans.

SCOPE OF WORK

- Establish and maintain ongoing, trust-based relationships with grantee partners, peer funders, and leaders from non-medical drivers of health (NMDOH) support organizations and health care, as well as collaborators across EHF's divisions. This includes working together to identify and respond to emerging opportunities and challenges and recommending foundation engagement that advances long-term progress on EHF's strategic priorities.
- Manage and shape a defined portfolio of grants and initiatives that advance EHF's Strategic Framework, including assessing organizational and financial health, evaluating sustainability, and applying discernment to

recommend the most strategic investments; contribute to the long-term vision, scope, and impact of EHF's work.

- 🔹 Work directly with grant applicants, grantee partners, partner organizations, and EHF colleagues to develop and steward outcome-focused investments that advance health equity and the goals of EHF's Strategic Framework.
- 🔹 Collaborate with colleagues across EHF and with external leaders to co-develop strategies and grantmaking approaches that address systemic drivers of health inequities, integrating learning and evaluation to capture insights, share lessons, and strengthen future investments.
- 🔹 Translate the high-level vision and strategies of EHF's Strategic Framework into clear, actionable plans, grantmaking approaches, and partnerships that drive measurable progress toward intended outcomes.
- 🔹 Serve as a key voice within the Grants team to inform, design, and implement strategies that deliver on EHF's Strategic Framework. Demonstrate adaptive leadership by navigating complexity, adjusting strategies in response to changing circumstances, and supporting grantee partners and colleagues in times of uncertainty.

QUALIFICATIONS AND SKILLS

- 🔹 Bachelor's degree required, Master's degree or above preferred
- 🔹 Minimum of 5 years of relevant professional experience in work related to EHF's Actions Areas – Health and Health Care Services, Healthy Communities, Health Policies – or closely related work in philanthropy, nonprofit, or public sectors, with direct involvement in grantmaking, program design, policy, or systems-change efforts.

Strategic & Analytical

- 🔹 Ability to translate high-level vision into actionable plans, grants, and partnerships.
- 🔹 Strong systems and policy thinking skills; ability to identify root causes and levers for long-term change.
- 🔹 Demonstrated judgment and discernment in grant stewardship, with the ability to assess organizational and financial health, weigh competing uses of funds, and recommend the most strategic investments.
- 🔹 Creative and analytical thinking, with the ability to synthesize complex information and generate actionable insights.
- 🔹 Knowledge of community health clinic operations and financing including revenue streams, reimbursement models, and organizational challenges that impact sustainability and service delivery — preferred.

- ⌚ Experience with impact investing or other innovative philanthropic financing approaches, including the ability to assess opportunities that complement traditional grantmaking and advance long-term sustainability — preferred.
- ⌚ Prior experience as a grantmaking Program Officer, with responsibility for managing a portfolio of investments and partnerships — preferred.

Relational & Collaborative

- ⌚ Demonstrated ability to build and sustain trust-based relationships with grantee partners, peers, and colleagues, grounded in humility, respect, and openness.
- ⌚ Skilled convener and collaborator, fostering cross-sector/cross-divisional teams and partnerships, and aligning diverse perspectives toward shared goals through active listening and creative problem solving.
- ⌚ Excellent interpersonal communication, with the ability to act as a thought partner internally and externally, balancing multiple perspectives and maintaining a constructive approach even when navigating complexity or deadlines.
- ⌚ Demonstrated experience working with diverse communities, organizations, and sectors to advance health equity and address non-medical drivers of health.

Learning & Adaptive Leadership

- ⌚ Ability to integrate learning and evaluation into practice, applying insights to strengthen strategy and investments.
- ⌚ Skilled at navigating ambiguity and demonstrating adaptive leadership in changing circumstances.
- ⌚ Growth mindset, openness to feedback, and commitment to continuous improvement.

Operational & Organizational

- ⌚ Strong project management and organizational skills, with experience managing multiple priorities, meeting deadlines, and balancing independent work with collaboration.
- ⌚ Excellent written and verbal communication skills, including the ability to synthesize complex ideas clearly and succinctly for different audiences.
- ⌚ Experience preparing clear, compelling reports and presentations for boards, leadership teams, and external stakeholders.
- ⌚ Proficiency with Microsoft Office applications.
- ⌚ Experience with grants management software (e.g., Fluxx) preferred.

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.

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.

HOW TO APPLY

Episcopal Health Foundation has partnered with an executive search firm, The Edge Group, to lead recruiting efforts for this position. Interested candidates should contact Stacy Butler at sbutler@edgegroup.cc. We will contact those candidates who most closely match the requirements. We thank you in advance for your interest.

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.