

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 innovative 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. The Program Officer manages a diverse grant and project portfolio, bringing expertise in community health centers and safety-net providers while contributing to grantmaking across multiple areas. The Program Officer also contributes to EHF's integrated approach to philanthropy by participating in the Foundation's impact investing work and helping to identify opportunities where grants and mission-aligned investments together can accelerate systems change and improve health outcomes.

SCOPE OF WORK

- Establish and maintain ongoing, trust-based relationships with grantee partners, peer funders, leaders in health care and organizations addressing the non-medical drivers of health, and collaborators across EHF's

divisions. Work collaboratively with these partners to identify and respond to emerging opportunities and challenges, recommending Foundation engagement that advances EHF's long-term strategic priorities.

- Manage and shape a defined portfolio of grants and initiatives that advance EHF's Strategic Framework, including assessing leadership, 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. For community health centers and safety-net providers, assess operational performance, reimbursement strategies, financial sustainability, and organizational capacity to inform grantmaking recommendations and strategic engagement.
- Monitor and analyze trends affecting community health centers and safety-net providers, including payor mix, reimbursement policy, value-based care, health coverage changes, uptake of non-medical drivers of health concepts and emerging models of care. Synthesize these trends to assess their implications for EHF's grantmaking strategy and long-term philanthropic approach.
- 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 learned, 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 strategic thought partner within the Grants team to inform, design, and implement strategies that deliver 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.
- Experience in community health center and safety-net provider operations, health care finance, clinic administration, or clinic strategy.

- ⌋ Experience with grantmaking, impact investing, community development finance, health care finance, or other mission-aligned capital strategies preferred. Demonstrated interest in learning and applying innovative philanthropic tools to advance community health is expected.

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 center and safety-net provider operations and financing, including revenue streams, reimbursement models, payor relationships, adoption of NMDOH concepts, and organizational challenges that impact sustainability and service delivery. Ability to apply this knowledge in evaluating funding opportunities and developing strategic grantmaking recommendations.
- ⌋ Knowledge of and/or willingness to learn about federal and state policy, funding and regulatory environments that shape the governance, management and operations of a community health center, including those of the federal Health Resource Services Administration and Texas Health and Human Service Commission.
- ⌋ 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 and community 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.

- Ability to serve as a trusted thought partner to executive leaders of community health centers and safety-net providers while maintaining strong relationships across a diverse portfolio of nonprofit and community-based organizations.
- 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.
- Curiosity about emerging health delivery and financing models and the ability to translate sector trends into actionable grantmaking and strategic opportunities.

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.
- Ability to leverage technology and digital tools to improve collaboration, analysis, communication, and organizational effectiveness.
- 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

The salary range for this position is \$113,333 to \$120,000 annually. Starting salary will be determined based on the successful candidate's qualifications, relevant experience, internal equity, and market considerations.

In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits, including comprehensive health insurance coverage and a retirement plan to which the Foundation contributes 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 apply [via The Edge Group's LinkedIn](#). 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.