

Position Title: Associate Program Officer
FLSA Status: Exempt

Position Summary:

Under the supervision of the Vice President for Programs, leads grants, projects, and initiatives. Guides applicants through the entire application process. Is one of the primary liaisons with the regional community groups, and as such, the position is responsible and visible in the community. Assesses and offers recommendations for improvements regarding assigned initiatives or special projects. Is expected to develop and maintain a variety of relationships within the community and a knowledge base of current trends, activities, and changes within the community at-large. Applies evidence for advancing the mission. Works collaboratively with all other staff.

Supervises: None

General Duties and Responsibilities:

With guidance, manage the pre-grant process for at least one initiative or special project.

- Manage assigned initiative or project, which is already developed.
- Be responsible for an assigned portfolio of grants, projects, or priority area(s).
- Generate RFPs and lead grant application workshops.
- Respond to inquiries regarding the Foundation's grant-making guidelines and RFPs.
- Assist applicants in submission of proposals that meet Foundation requirements.
- Assist applicants in submission of proposals that help the PdNHF achieve mission.
- Design and lead a proposal review and recommendation process.
- Critically analyze proposals and prepare recommendations for funding.
- Prepare a grant docket and all support materials needed for the VPP, CEO, Allocations Committee, and Board to consider decisions, including grant funding, for the assigned portfolio.

With guidance, manage grantees for at least one initiative or special project.

- Conduct and document site visits.
- Prepare recommendations for major shifts in grantee spending and objectives.
- Approve minor shifts in grantee objectives and expenditures based on original approved grant.
- Analyze grantee progress reports, budgets, and expenses; report and recommend action.
- Review and recommend grant payments.
- Provide technical assistance to grantees as appropriate.
- Prepare initiative, project, and grantee updates, reports, and recommendations, for the VPP, CEO, Allocations Committee and Board.

With guidance, manage grantee and non-grantee elements of at least one initiative or special project.

- Forecast expenses within assigned initiative and provide cash flow projections.

- Update existing strategic plans and present them for approval.
- With assistance, recommend evaluation approaches and budgets.
- With assistance, recommend initiative or project communication strategies.
- With assistance, recommend collaborative approaches to advance goals.

Serve as a member of the program team and partner with all staff.

- Attend and participate in program team meetings.
- Attend and participate in staff meetings, leading some as assigned.
- Offer support to other program team members.
- Bring ideas for program improvement to the supervisor's attentions.
- Attend Allocations Committee meetings and offer recommendations for their functioning.
- Serve on and lead ad-hoc staff committees as assigned.

Incorporate health education and disease prevention knowledge and skills.

- Develop and maintain content knowledge relative to assigned initiative or project.
- Develop and maintain basic knowledge of health promotion and disease prevention science.
- Develop and maintain knowledge about evidence based program and policy strategies relative to the assigned initiative.
- Develop and maintain skills for advancing the goals of the assigned portfolio.

Serve as a leader in the PdNHF region, philanthropy, and health.

- Represent the PdNHF, holding true to mission and values.
- Prepare and deliver presentations and papers on the Foundation and projects.
- Develop and maintain contact with a broad cross section of community organizations.
- Be aware of emerging mission-related news within and outside the region.
- Participate in mission-related service to philanthropy or health.
- Implement activities to solicit community input and collaboration.

Other responsibilities

- Perform other activities for the Foundation as needed.

Qualifications:

Education and Experience: Bachelors degree required; five (5) years' experience in philanthropy, program management, health policy, or health promotion required.

Knowledge, Skills and Abilities:

- Knowledge of population health.
- Knowledge about non-profit and governmental organizations, their governance, organizational dynamics, and financial management.
- Organization, analytic and conflict resolution skills.
- Ability to meet deadlines and multi-task under stress.
- Ability to communicate effectively in verbal and written form.
- Ability to prepare, interpret, and present technical data.
- Ability to manage stakeholder groups.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, board members, committees, regulatory agencies, and the public.
- Ability to utilize evaluation to document outcomes and provide for continuous improvement of health promotion and disease prevention programming.

- Ability to communicate, collaborate and coordinate across stakeholder groups and community resources.
- Knowledge and proficiency in MS Office, MicroEdge Gifts Alta software program and related information technology hardware and software.
- Ability to drive and have access to reliable transportation that can be used for reimbursable Foundation business.
- Fluency in Spanish preferred.

Physical Requirements / Work Conditions:

- Occasional evening and weekend work required.
- Work conducted in office environment and in the community.
- Repetitive motion in the operation of computers
- Frequent sitting required; occasional standing, bending and stooping.
- Some travel required.

The description is intended to provide a general understanding of the requirements for the position and shall not be construed as declaring the absolute particulars of the position. Management reserves the right to assign, direct and control the work of employees as necessary.