
Position Title: Program Officer
FLSA Status: Exempt

Position Summary:

Under the supervision of the Vice President for Programs, develops strategic plans and leads grants, projects, and initiatives. Guides applicants through the entire application process. Is one of the primary liaisons with regional community groups, and as such, the position is responsible and visible in the community. Evaluates assigned initiatives or special projects and presents plans for improvement. Is expected to develop and maintain a variety of relationships within the community and nation-wide. Maintains a knowledge base of current trends, activities, and changes within the community at-large. Applies evidence for advancing the mission and teaches others how to apply evidence. Works collaboratively with all other staff.

Supervises: Assigned staff

General Duties and Responsibilities:

Independently develops and manages the pre-grant process for at least one initiative, priority area, or special project.

- Develop strategic plans for addressing an assigned topic; present plans for approval.
- Manage assigned initiative or project.
- 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.
- Make recommendations for improving grant-making guidelines and RFP processes.
- 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.
- Evaluates current pre-grant practices and provides recommendations for improvement.
- 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.

Independently manage grantees for at least one initiative or special project.

- Conduct and document site visits. Instruct other staff on proper site visit procedures.
- 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.
- Recommend improvements for grantee reporting policies and practices.
- Review and recommend grant payments.

- Design and provide technical assistance offering for grantees.
- Prepare initiative, project, and grantee updates, reports, and recommendations, for the VPP, CEO, Allocations Committee and Board.

Independently 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 strategic plans and present them for approval.
- Provide recommendations for strategic plan construction.
- Develop and recommend evaluation approaches and budgets.
- Develop and recommend initiative or project communication strategies.
- Develop and recommend collaborative approaches to advance goals.
- Initiate and manage contracts that advance initiative or project 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, teaching other staff about effective approaches to advance mission.

- Develop and maintain content knowledge relative to assigned initiative or project.
- Develop and maintain advanced 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.
- Instruct other staff and provide technical assistance to grantees regarding health improvement.
- Analyze and evaluate current health information and construct resulting reports.

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.

Supervise assigned staff and interns.

- Schedule, assign, and review work.
- Prepare annual performance reviews.
- Provide training and development.
- Lead staff in practice of Foundation core values to pursue mission.

Other responsibilities

- Perform other activities for the Foundation as needed.

Qualifications:

Education and Experience: Bachelors degree required; Masters degree in health or related field preferred; seven (7) years' experience in philanthropy, program management, health policy, or health promotion required.

Knowledge, Skills and Abilities:

- Knowledge of population health and health behavior.
- Knowledge of current program planning and evaluation techniques.
- Knowledge of policy advocacy strategies.
- Knowledge about non-profit and governmental organizations, their governance, organizational dynamics, and financial management.
- Exceptional organization, analytic and conflict resolution skills.
- Ability to write complex reports for improvement of population health.
- 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, Blackbaud Grantmaking 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.

Reviewed 5/21

Program Officer