



Program Officer

Reports To: Senior Program Director
Open Date: September 1, 2020
Close Date: Until Filled
Start Date: October 15, 2020, or acceptable earlier date

JOB SUMMARY

The Program Officer reports to the Senior Program Director and works cooperatively with Foundation staff at all levels to realize the Foundation's mission. The primary responsibility of this role is in the process of grant making, including research, relationship development, applicant support and decision making.

MAIN DUTIES AND RESPONSIBILITIES

Grantmaking and Grantee Support

1. Screen and recommend grants for funding; prepare funding documents; conduct site visits, learning visits; and manage and monitor grants.
2. Conduct research on organizations/projects for which support is being sought.
3. Provide direct support to grant seekers as appropriate.
4. Conduct research to support content knowledge system of social determinants of health.
5. Manage grant proposal write-ups for grants committee and board of directors.
6. Maintain strong, authentic relationships with grant seekers and grantees, ensuring understanding of Foundation direction, goals, and expectations.
7. Support and encourage grantees to develop collaborative relationships.

Diversity, Equity of Inclusion

1. Commit to continued learning around principles of diversity, equity and inclusion.
2. Engage in Foundation efforts to increase awareness of issues related to equity.
3. As a member of the Saint Luke's team, engage in efforts to recognize our own role and how our commitment to combat racism can impact our work internally and externally.

Communication

1. In collaboration with the Program Team, develop and implement systems, processes, and tools to support the facilitation, collection, and sharing of knowledge relating to the Social Determinants of Health.
2. Contribute to all foundation communications efforts as appropriate.
3. Represent SLF in the community in ways that are relevant to advancing the work of the Foundation including committee membership, speaking engagements and when appropriate, board memberships.

Collaboration

1. Serve as a collaborative and supportive member of the Saint Luke's Foundation team including blogging, newsletter contribution and management of contacts.
2. Identify learning needs and opportunities in partnership with fellow staff members.
3. In partnership with Senior Grants Manager and Program Team to use qualitative and quantitative data to assess learnings from programs, grantees, and/or those served by grants made by Saint Luke's Foundation.
4. Support and seek support from the Finance Director in developing ways to maximize support for grantees.
5. Work with Senior Grants Manager to ensure accurate and timely information is in the software system and that all grants made are in keeping with IRS and Saint Luke's regulations.

Board Governance

1. Provide staff support to board committees as necessary.
2. Serve as member of the grants and strategy committees of the board of directors.
3. Attend quarterly meetings of the board of directors and provide necessary information in preparation for those meetings.

Stewardship

1. Participate in budget process in appropriate areas in partnership with the Finance Director.
2. Play a key role in the process of managing grant spending with the program team.

JOB REQUIREMENTS

Formal Education

An undergraduate degree is required with an advanced degree in healthcare, public health, health administration, nonprofit administration, social policy administration, or public policy administration a plus.

Experience

1. Minimum of three years of experience in nonprofit management or philanthropy.
2. Knowledge/understanding of community challenges and needs that relate to health equity.
3. Excellent interpersonal, presentation, verbal and written communication skills.
4. Commitment to flexibility, optimism, sense of humor and drive.
5. Strong commitment to principles of diversity, equity and inclusion.
6. Strong understanding of racism and poverty.
7. Compassion for the underserved in the community.
8. Effective in collaboration and teamwork.

APPLICATION PROCESS

Interested applicants please email your cover letter and resume to resumes@stlukesfdn.org indicating salary requirements.

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers a comprehensive benefits package and is an Equal Opportunity Employer.