

Williamsburg Health Foundation: Senior Program Officer Job Posting

Program:

The Williamsburg Health Foundation (WHF) located in the beautiful mid-Atlantic region of Virginia, is a health legacy foundation serving the City of Williamsburg, James City and York Counties (Greater Williamsburg). Since 1996, WHF has been investing in improved health outcomes and wellness in the Greater Williamsburg (GW) region. With an approximately \$143 million dollar endowment, the WHF on average awards \$5 million dollars in grants to nonprofits annually. WHF is committed to working alongside nonprofits, our localities, and others to help individuals make healthy choices in a community with health opportunities for all.

Job Scope:

The Senior Program Officer (SPO) is a professional staff person who serves as primary support for the grants program with a 2-million-dollar portfolio focused on the health care safety net comprising advanced primary care, behavioral mental health, and healthy aging. As part of the Program Team, the SPO works to advance the mission of the WHF to inspire, mobilize resources, and encourage innovation to enhance the health and wellbeing of people living in greater Williamsburg. The SPO works closely with nonprofits and is responsible for co-designing, managing, and monitoring theme level funding strategies for grantmaking. This position promotes advocacy initiatives to fulfill the strategic priorities of the Foundation. Additionally, the SPO provides intellectual and organizational leadership through research on health care needs, as well as trends in service delivery and policy impacts.

The Opportunity:

The Senior Program Officer reports directly to the President and CEO managing and directing WHF work regarding the health care safety net and other initiatives. The SPO currently leads a Chronic Care Collaborative of nonprofit clinics, health systems, pharmaceutical providers, and behavioral health services focusing on CQI and benchmarks for care. In addition, the WHF is presently beginning a new systems-change initiative to fully integrate advanced primary care, behavioral mental health services, and the social supports needed for clients to achieve successful health outcomes. The SPO will be leading much of this work.

WHF Annual Report: https://williamsburghealthfoundation.org/wp-content/uploads/2021/09/WHF_2020Report_Online-1.pdf

Specific Qualifications and Responsibilities:

- A minimum of a bachelor's degree; Masters preferred
- Five or more years previous health philanthropy grant-making and/or grant administration experience and proven leadership.
- Relevant experience in public policy, nonprofit management, or related field.
- Extensive Understanding of Grantmaking Processes:
 - Review and analyze proposals; conduct interviews and site visits with applicants; gather input from other funders and relevant agencies.
 - Prepare and present written and oral analyses of, and recommendations for, grant requests for Foundation staff, Grants Committee, and Board of Trustees.
 - Work directly with grant seekers to provide clarification of Foundation priorities, direction regarding application procedures, and feedback on proposals.
 - Monitor grants, including the production of grant agreements, progress reports, payment requests, and other related correspondence and meetings with grantees.
- Collaboration and Communications Skills:
 - Aid organizations and individuals requesting information or advice about program development and/or new initiatives.
 - Organize and facilitate projects and initiatives including focus groups, work groups, and collaboratives designed to address specific issues as requested by the President & CEO.
 - Conduct research on the demographics and health trends of the Greater Williamsburg community to identify needs, service gaps and/or areas of potential improvement in service delivery, wellness and education programs, capacity building, or other issues of importance to the Foundation. In coordination with the Program Team, devise and propose action plan to address.
 - Participation in relevant community-wide coalitions and committees as well as professional associations.
- Oral and Written Skills:
 - Strong analytical, interpersonal, and networking skills. Able to interact with grant-seekers and grantees, board members, and Foundation staff from diverse backgrounds.
 - Excellent communication skills, both written and oral, and attention to detail.
 - Solid computer literacy in Microsoft Office and database management.
 - Ability to function effectively as an integral part of a small program team, exerting leadership and independent judgement.

Physical Requirements/Working Conditions

- The successful applicant will be required to work in the Williamsburg office.
- The SPO will perform job duties in a typical business office environment. Specific physical abilities required by this job involve operating basic business equipment. The SPO will be required to attend meetings potentially on and off-site, via phone or videoconference.

How to Apply:

Submit your resume and letter of interest to:

The Williamsburg Health Foundation:

info@williamsburghealthfoundation.org