



Program Officer

Overview:

The [Williamsburg Health Foundation](#) (WHF), located in the beautiful mid-Atlantic region of Virginia, is a health-legacy foundation serving Greater Williamsburg which includes James City and York counties and the City of Williamsburg. Since 1996, WHF has invested in improved health outcomes and wellness in our local area. With an approximately \$143-million-dollar endowment, WHF annually awards \$5 million dollars in grants. WHF is committed to working alongside nonprofits, local governments, and others to help individuals make healthy choices in a community with health opportunities for all.

The Opportunity

WHF is currently accepting applications for a Program Officer who serves as primary support for the grants program and other Foundation initiatives to advance the mission to inspire, mobilize resources, and encourage innovation to enhance the health and wellbeing of people living in Greater Williamsburg. This position participates in the development and implementation of funding strategies and other initiatives as well as in the review of proposals, management of current grants, and working with nonprofits. This position in conjunction with other program staff promotes advocacy and capacity building to fulfill the strategic priorities of the Foundation.

Primary Responsibilities

- 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. Assist organizations and individuals requesting information or advice about resource development, program development and/or nonprofit management.
- Build relationships with Foundation partners and monitor grants.
- Conduct research as necessary to identify needs, service gaps and /or areas of potential improvement in coordination with the Program Team and devise and propose action plans.

- As part of the Program Team, organize and facilitate projects as requested for the Foundation including focus groups, working groups and collaboratives designed to address specific issues.
- Participate in professional development activities as authorized by the Vice President of Programs.
- Understand the grant application, monitoring, and related communications processes well enough to respond to related inquiries from the grantees. Identify potential challenges with same and assist in resolving them.
- Cross train with the Grants Administrator in the preparation of routine correspondence and legal agreements (grant contracts) with funded agencies including payment and reporting schedules. As the backup to the Grants Administrator, other primary responsibilities include proficiency with Foundation's online database, Blackbaud Grantmaking, to build, update, send, store, and retrieve Grant applications and Progress Reports, and to create reports for analysis.
- Work as a member of multidisciplinary team to ensure the effective and efficient operations of the Foundation.
- Assist in the evaluation component of the Foundation's work.

Qualifications

Education and Experience

- A bachelor's degree or equivalent work experience.
- Five or more years of relevant philanthropic or nonprofit experience in a correlated field. Preference given to candidates with previous experience managing community projects and facilitating collaboratives.
- Solid computer literacy in Microsoft Office and database management.

Required Competencies and Skills

- Significant and diverse experience in human services, community development and/or related fields, and solid understanding of how nonprofit organizations operate.
- Strong analytical, interpersonal, and networking skills. Ability to effectively engage with grantseekers, board members, and Foundation staff from diverse backgrounds.
- Excellent communication skills, both written and oral, and attention to detail.
- Demonstrated ability to meet deadlines and work independently toward Foundation's goals.
- Ability to function effectively as an integral part of a small grantmaking team.

- Strong computer skills, with an emphasis on Microsoft 365.
- Ability to analyze data, check for reasonability, draw conclusions, and take or recommend appropriate action.
- Ability to work independently, establish priorities, effectively manage multiple projects, and meet deadlines with consistency and accuracy.

Compensation and Benefits

This is a full-time, exempt position. Competitive Salary & Benefits Package including health, dental, vision, PTO, 403(b), professional development, end of year office closure, half-day Summer Fridays, and hybrid work opportunity. Starting salary is \$80,000 commensurate with experience and education.

Application Requirements

Interested applicants should provide a cover letter that describes interest and skills background, along with a resume to recruiting@williamsburghealthfoundation.org.