

Senior Program Officer
The Health Foundation of Central Massachusetts, Inc.
September 2018

Position Announcement

Position Summary

The Health Foundation of Central Massachusetts (“Foundation”) seeks a highly motivated and qualified individual to fill a new Senior Program Officer position beginning in January 2019. The Senior Program Officer will play an important role in helping the Foundation continue to grow its grantmaking impact. Reporting to the Vice President for Programs, the Senior Program Officer will assume primary responsibility for the development and implementation of the Foundation’s Activation Fund grantmaking avenue. Activation Fund grants are typically one-year grants for discrete projects aimed at helping nonprofit organizations shift to a higher level of capacity that can be sustained over time. In addition to soliciting and reviewing Activation Fund grant applications and ensuring a fair process, the Senior Program Officer will provide technical assistance to applicants and grantees, manage the award process, monitor grants, and assist in evaluating the Foundation’s impact. The Senior Program Officer may also assist with other Foundation grantmaking activities, as needed. This is a full-time position with occasional evening meetings (scheduled in advance).

Specific Responsibilities

- Assists in the development and implementation of the Foundation’s Activation Fund grantmaking avenue; facilitates the application process and implements policies and procedures to manage the grantmaking review and award processes; monitors the grant evaluation process; and assists in assessing the Foundation’s impact.
- Serves as lead staff member advising potential applicants about the Foundation’s Activation Fund grantmaking guidelines, assisting with proposal development, and reviewing all proposals. In consultation with the Vice President for Programs and the President/CEO, determines if applications meet Foundation guidelines and, if appropriate, conducts a thorough analysis of the proposals and prepares written summaries and recommendations for action by the Board, and then documents the Board’s action.
- Coordinates with the Grants Manager to update the Foundation’s grants software system to track grant proposals from receipt to final disposition, schedule payments, ensure timely grant monitoring reports, and analyze data for standard and ad hoc reports.
- Prepares grant decision notifications and grant announcements, including the preparation of correspondence, newsletters, contracts, media releases, social media content, and website information.
- Assists Vice President for Programs in supporting Board meetings and relevant committee meetings throughout the year.
- Maintains broad up-to-date knowledge of new concepts, resources, and “best practices” in health care, public health, health policy, and philanthropy.
- Develops and maintains a knowledge of the nonprofit and philanthropic sectors, especially in Central Massachusetts. Establishes and maintains effective working relationships with Foundation stakeholders.

Qualifications

- Advanced degree (Master's degree or above) in public health, public policy, social services, or related field
- Background in grant seeking or grantmaking
- Experience managing projects and individuals across diverse settings
- Enjoyment of and excellence in oral and written communication
- Strong analytical and problem-solving skills and attention to detail
- Proficiency with information technology (including but not limited to Word, Excel, PowerPoint, video editing)
- Strong organizational and interpersonal skills
- Ability to work independently and as a self-starter in setting priorities and accomplishing tasks
- Interest in working across a wide-ranging set of issues and disciplines
- Commitment to supporting nonprofits to improve the health of vulnerable populations in Central Massachusetts
- Familiarity with Central Massachusetts through experience living and/or working in the Foundation's service area

Compensation

- Competitive salary commensurate with experience
- Complete benefits package

Background on The Health Foundation of Central Massachusetts

Formally established in January 1999, the Foundation's mission is to improve the health of those who live or work in the Central Massachusetts region, with particular emphasis on vulnerable populations and unmet needs. With approximately \$75 million in assets resulting from the 1995 sale of Central Mass. Health Care, Inc., a physician-initiated, not-for-profit HMO, the Foundation anticipates an annual grantmaking budget of approximately \$2.5-3 million. In addition to its financial assets, the Foundation retained its predecessor's 501 (c) (4) tax status in the conversion, which allows it to lobby, as well as to support the advocacy efforts of its grantees. This capacity enables the Foundation to seek public policies to sustain the effective programming implemented by its grantees.

Since beginning grantmaking in 2000, the Foundation has awarded \$40 million in grants to 172 different organizations, and its grantees have attracted an additional \$15 million from other funders. Moreover, their advocacy has led to systems changes and \$47 million in post-grant funding to sustain various projects' evidence-based practices after the grants have concluded. Grantees have achieved impact through systems changes related to oral health, access to care, children and youth's mental health, prisoner reentry, child abuse, hunger, homelessness, and housing.

Invitation to Apply

The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants. Candidates are strongly encouraged to apply as soon as possible. To be considered for this position, please mail a cover letter (describing your interest, relevant experience, and salary expectation) and resume to:

Senior Program Officer Search
The Health Foundation of Central Massachusetts, Inc.
446 Main St., 20th Floor
Worcester, MA 01608

Application materials may be e-mailed to Anne Goff, Office Manager, at agoff@hfc.org (type "Senior Program Officer Search" in the subject line).