

GROUP HEALTH FOUNDATION

Program Officer Tri-Cities Region position description

ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a **Program Officer** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

To learn more about our work, our approaches, and our values, please visit our [website](#).

POSITION SUMMARY

The Program Officer will foster and maintain relationships with communities and grantees to advance the Foundation's learning agenda and evolving grantmaking and advocacy strategies. In the coming years, the Foundation anticipates exciting change as we expand our highly committed program and policy team, continue to engage communities across the state, and create the strategies that will translate our bold aspirations into action. The Program Officer is an important external representative for the Foundation and a champion for the communities we serve. They will serve as a critical bridge between the Foundation's priorities and the priorities of the leaders, organizations, and communities served by our growing team. The Program Officer reports to the Portfolio Director and collaborates widely across the Foundation to develop, implement, and evaluate grant programs.

This is a full-time, exempt position located in the Tri-Cities, where the Foundation plans to open an office in late 2020. Priority will be given to applicants who both live in and have a deep connection to this region. Some early morning, evening, and weekend hours will be required, and regular statewide and regional travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- In collaboration with the program and policy team, contribute to the development and execution of grantmaking and other program strategies
- Implement the priorities for an assigned grantmaking area through a combination of grantmaking and community engagement
- Build and enhance relationships with community leaders, organizational leaders, and funding partners across the state, with particular responsibility for leading the Foundation's relationship-building and engagement efforts in the Tri-Cities region
- Evaluate grant proposals and develop funding recommendations
- Serve as a primary partner and point of contact for grantees and other collaborators
- Represent the Foundation to a diverse range of partners including grantees, community leaders, business leaders, government officials, affinity groups, and collaborators
- Educate community and statewide leaders about the Foundation's mission, programs, and goals
- Identify and disseminate emerging trends in the sector, relevant case studies, and other topics of interest related to the Foundation's work
- Prepare strategy memos, briefs, reports, and presentations in a variety of formats to engage a broad range of constituents (e.g., board members, community leaders, grantees, allied funders)
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal experiences
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Knowledge of, or a strong desire to learn about, the needs of communities across the state who are most impacted by structural inequities
- At least seven years of leadership experience in the public or nonprofit sector, preferably in a capacity that involves deep partnerships with place- or identity-based communities
- Experience leading programs or initiatives related to health equity, racial justice, or disability justice
- Experience as a grantmaker or other funder, or experience as a nonprofit fundraiser, with working knowledge of the sector and workings of different types of nonprofit organizations
- Demonstrated ability to cultivate relationships with diplomacy, and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Excellent project management and organizational skills with demonstrated success managing multiple projects and priorities in a team-based environment
- Demonstrated ability to research and analyze complex issues and the potential impacts on communities
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity

- Experience with various equity, justice, and power-building strategies, including a demonstrated ability to connect with these issues on a personal and organizational level
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 15-20% for this position)

COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$125,000 to \$135,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). Priority will be given to applications submitted by **May 18, 2020**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!