



## Program Officer, Health and Human Services

Position: Term Limited (5-7 years); Full Time; Exempt

Department: Program

Reports to: Program Director, Youth, Health and Human Services

Supervises: Program Assistant

Effective Date: April 2019

---

### **Youth, Health and Human Services**

This area of grantmaking/programming focuses on a broad range of issues including but not limited to: youth development, social determinants of health, environmental health, mental and physical health, general social and human services (child welfare, adult literacy, special needs, LGBTQ issues, substance abuse, immigration, basic needs, government and community based social services agencies, criminal justice/re-entry, aging), and faith-based institutions.

**Summary:** The program officer reviews and researches grant proposals and community issues, meets with prospective grantees and prepares evaluations of and recommendations for funding, and develops and maintains contact with broad cross-section of agencies, leaders, other funders, grant seekers, etc. while serving as technical resource for internal and external customers. The position also oversees special projects and programs.

### **Responsibilities and Expected Outcomes:**

- Meet with prospective grantees and prepare monthly detail-oriented formal evaluations of and recommendations for the Board for funding requests to ensure grants are in alignment with Foundation priorities and community needs/opportunities.
- Capture and disseminate factual information and prepare thoughtful analyses on a variety of topics and organizations to promote a deeper sense of awareness amongst Foundation stakeholders (staff, board, donors, Greater Cleveland Community).
- Although the program officer will be assigned to a wide range of issues, they will also be able to specialize in identifying opportunities to advance social determinants of health, environmental health, health equity, and improve health outcomes; and create synergies for the Greater Cleveland community in consultation and partnership with key stakeholders to position the foundation for thought-leadership and smart investments.
- Monitor various sectors to remain abreast of best practices, sector trends, and policy implications.



- Provide effective communication to inform the Greater Cleveland area non-profit community through in-person, written, and online forums.
- Effectively manage and collaborate on grantmaking program(s) or special project(s) including, but not limited to – Medical Mutual of Ohio Charitable Foundation; AIDS Funding Collaborative; Tracy Starr Breast Cancer Fund; Strategic Investment Initiatives Committee; Philanthropy Ohio Health and Public Policy Committees, Funders Concerned about Lead and Lead Safe Cleveland Coalition and others as assigned. This may include additional staff supervision; managing volunteer committees and advisory groups; collaborating with other funders and entities; designing and implementing processes and events; define appropriate outcomes; developing effective evaluation methodologies to measure outcomes; etc.
- Leverage local and national philanthropy as well as other forms of capital, including program related investments and social impact investments to advance opportunities that create and promote equitable and positive outcomes for the Greater Cleveland community.
- Work in partnership with all Program Directors, Officers and Managers to develop and implement strategic priorities (or strategy) for grantmaking to improve social and health outcomes (broadly defined) for the Greater Cleveland community by identifying cross-cutting issues and aligning strategies (i.e. Workforce and Economic Development, Neighborhoods, Education, Leadership, Arts and Environment).
- Work collaboratively with Advancement Team. Serve as technical resource for committee-advised funds and/or supporting organizations to ensure that donor intent best aligns with community needs.
- Monitor and evaluate funded grant implementation and arrange for consultation and technical assistance as appropriate.
- Develop collaborative relationships with a diverse cross-section of multi-sector agencies and leaders. Provide information and technical assistance to grant seekers concerning grantmaking policies and procedures, additional funding opportunities, and emerging research to ensure a well-informed non-profit community within the region.
- Support the growth and development of future community leaders through various opportunities to mentor individuals and expose them to the work of nonprofits in Northeast Ohio.
- Actively participate in relevant affinity and professional groups to confirm standing as a thought leader to serve as a knowledgeable resource on topics of importance to the community.
- Work collaboratively with Foundation colleagues to enhance the Foundation’s organizational effectiveness.
- Supervise and manage assigned Program Assistant.

**Essential Qualifications, Credentials and Technical Skills required:**

The successful candidate must possess the following professional qualifications and skills:

- A minimum of a bachelor’s degree and five to seven years of experience in mid-level position in the not-for-profit sector designing, managing or funding programs with demonstrated accomplishment. Familiarity with public policy processes and systems is important. Master’s Degree preferred.



- Ability to scan large quantities of data and extract relevant themes. Strong analytical skills (financial and programmatic) and the ability to draw conclusions, synthesize information, and make sound recommendations.
- Ability to assess proposals for compatibility with Foundation's program priorities and/or restricted fund availability.
- Experience working as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds. The ability to work in a complex environment requiring significant collaboration.
- Strong planning and organizational skills, with the ability to think strategically in the design and execution of programs.
- Demonstrated effectiveness in written and oral communication. The ability to present complex issues to a variety of audiences. Ability to handle sensitive and confidential information in tactful and respectful manner.
- Proven ability to successfully lead, develop and manage employees to successfully achieve collective goals and objectives.
- Proficient with MS Office and knowledge of database software.
- Familiarity with Cleveland and its nonprofit sector.
- Desire to continually acquire new skills and knowledge and share it with colleagues.
- Ability to operate in fast-paced environment and prioritize work to consistently meet deadlines.

***APPLICATION PROCESS:***

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter **indicating salary requirements** to [resumes@clevefdn.org](mailto:resumes@clevefdn.org) by March 17, 2019. Candidates selected for the interview process will be contacted around the week of March 25, 2019. ***We regret that we cannot respond personally to each applicant.***