

## **POSITION DESCRIPTION**

**POSITION TITLE: Program Officer**

### **JOB SCOPE:**

Under the direction of the President, the Program Officer contributes to achieving the strategic vision and goals of the Health Foundation for Western and Central New York. The Program Officer participates with management in the development of programs and initiatives. This position monitors the progress and outcomes of funded projects and programs. The Program Officer interacts regularly with team members, grant-making colleagues, existing and potential grantees, and community and health care leaders to further the Foundation's priorities. Under the direction/approval of the President, he/she has regular communication with the Foundation Trustees through Board and Committee processes.

### **PRIMARY RESPONSIBILITIES:**

#### **Program Development**

- Actively participate in the design, development and implementation of programmatic strategic initiatives in all regions served.
- Analyze policy implications, opportunities and barriers as it relates to programming for the foundation, makes recommendations and designs policy strategies as appropriate.
- Identify opportunities to assist grantees and potential grantees in conceptualizing new innovative health programs and reaching optimal program success.
- Provide assistance to current and potential grantees in the areas of strategic planning, program design, policy implications, and preparedness for the grant application process.
- Keep current on health issues of importance to the Foundation by literature review, contact with social and professional communities, and participation in relevant local and national conferences and other educational programs.
- Participate in the development of Requests for Proposals and other forms of grantee selection
- Participate in the evaluation of grant proposals for soundness of project design, adequate financial resources and organizational capacity to accomplish deliverables.
- Contribute to identifying and selecting consultants available to support programming needs including evaluation, research and project management.

#### **Program Monitoring and Evaluation**

- Act as project lead for selected initiatives and programs.
- Support initiatives and programs led by other team members by acting in an advisory capacity.
- Contribute to successful collaboration among program team members.
- Reinforce the program vision with team members and assist with and/or provide recommendations for tactical implementation.
- Support the Foundation in the design and execution of programmatic monitoring and evaluation, including regular reporting of progress and results.

- Assist with the monitoring of grant management and ensuring requirements are met, including completion of grant agreements, due diligence, grantee reporting requirements, and grantee completion of deliverables and objectives.
- Support timely fiscal management of programs and other budget-related activities as needed
- Provide recommendations related to programmatic policies and procedures enhancements or modifications as identified which could create efficiencies, streamline processes, and/or otherwise be of benefit to the Foundation.

### **Community Leadership**

- Represent the Foundation and establish collaborative relationships within the communities served.
- Develop strong relationships with not-for-profit organizations, funding colleagues, government agencies and the private sector.
- Identify potential partners and nurture relationships.
- Collaborate with appropriate Foundation leadership and staff to disseminate relevant information from Foundation-initiated projects to policymakers, providers, funders, other target audiences and the community at large.

### **QUALIFICATIONS, SKILLS, KNOWLEDGE AND ABILITIES:**

- Master's degree in Public Policy, Health Administration, Public Health, Public Administration, Social Work, Urban Planning, or related field preferred.
- At least seven (7) years experience in health-care, health-related consulting and/or community-based health and human services.
- Strong interpersonal skills as well as excellent written and oral communication skills.
- Creative, self-starter with the ability to work independently and in a team setting.
- Proven analytical skills and ability to meet deadlines. Must be flexible and demonstrate adaptability to new situations.
- Proven ability to multi-task and manage complex projects as well as provide oversight and guidance to others in the management of complex projects.
- Detail oriented, as well as capable of a "big picture" perspective in the assessment, evaluation, recommendation and execution of projects and programs.
- Demonstrated ability to lead development and implementation of multiple initiatives designed to achieve common goals.
- Proven collaborative leadership experience.
- Ability to work with people and organizations of diverse backgrounds, experiences and cultures.
- An overall commitment to excellence in quality of work and outcomes in self and others.
- Research and analysis skills necessary to prepare own work and evaluate the research and writings of others.
- A broad knowledge of the key health and community issues facing western and central New York.
- A personal commitment to improving the quality of life for residents of western and central New York.
- Good judgement, discretion, tact and thoroughness
- Proficiency in Power Point, Word, Excel, Outlook.

### **OTHER JOB REQUIREMENTS:**

Regular car travel necessary throughout the Foundation's service areas. Valid driver's license and reliable auto with necessary insurance required. Periodic day and/or overnight travel within the Foundation's service areas, statewide and national also required.

**Physical Requirements**

The on-the-job minimum physical requirements of the position based upon a **typical** workday.

<b>Scale</b>				
* <b>Never</b> = Does not apply		* <b>Frequently</b> = From 21% to 50% of the time		
* <b>Occasionally</b> = Up to 20% of the time		* <b>Constantly</b> = At least 51% of the time		
<b>Mobility</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat/Crouch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Usual lbs.= Up to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carry, using two hands Usual lbs.= Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching, Handling, Finger Dexterity and/or Feeling</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Reaching by extending hand(s) or arm(s) in any direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Handling by seizing, holding, grasping, turning or otherwise working with the hand or hands, but without finger dexterity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Finger dexterity required to manipulate objects with fingers rather than whole hand(s) or arm(s); using a keyboard, for example	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Feeling to perceive an object's size, shape, temperature or texture by means of senses in your skin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Communication skills using the spoken word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Hearing ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Seeing</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
1. Far vision (clear vision beyond 20 feet or more)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Close vision (clear vision within 20 inches)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Color vision (ability to identify and distinguish colors)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Depth perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to adjust focus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Working Conditions**

The amount of exposure to the following environmental conditions based upon a **typical** workday.

<b>Scale</b>				
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* <b>Occasionally</b> = Up to 20% of the time		* <b>Constantly</b> = At least 51% of the time		
<b>Conditions</b>	<b>Never</b>	<b>Occas.</b>	<b>Freq.</b>	<b>Const.</b>
Working at heights?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to marked changes in temperature and humidity or extremes thereof?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to dust, fumes, gases, chemicals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise Level (Check One Below)</b>				
Very Quiet	<input type="checkbox"/>	Loud	<input type="checkbox"/>	
Quiet	<input checked="" type="checkbox"/>	Very Loud	<input type="checkbox"/>	

Moderate Noise