

# MEHAF

## MAINE HEALTH ACCESS FOUNDATION

### POSITION DESCRIPTION

**Job Title:** Program Officer I / Program Officer II  
**Reporting to:** Vice President for Programs  
**Job Type:** Full time / Professional (exempt)  
**Date:** August 2016

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**Position Summary:** A Program Officer (PO) serves as a member of the Maine Health Access Foundation (MeHAF) Program Staff. Each PO is responsible for development, management and evaluation of a portion of the foundation's strategic and responsive grantmaking and other related program activities. Program Officers work closely with partner organizations, applicants and grantees to enhance program design, implementation, monitoring and improvement. Such relationship building requires exceptional interpersonal skills, supported by strong organizational and analytic talents, and an ability to mitigate the power differential that exists between a foundation and its applicants and grantees. In addition to working successfully with individuals and single organizations, a Program Officer must be able to effectively support group processes. Program Officers also contribute to the broader work of the foundation by serving as active participants in planning overall foundation activities and working collaboratively with other staff and leadership. As MeHAF is one of Maine's largest health care foundations, it is expected that Program Officers will have or will rapidly develop content expertise in health and health care, especially as it pertains to their program initiatives. POs will have knowledge of and experience with MeHAF priority populations; and will have an understanding of the tools and techniques that philanthropy can deploy to achieve impact. POs are responsible for effectively communicating about and promoting their areas of expertise in the foundation's work in a variety of formats ranging from traditional verbal presentations and written communications to a variety of new media.

A Program Officer works under the supervision of the Vice President for Programs and may delegate work to or coordinate with the Director of Grants Management, Program Associate, and Program Assistant for some tasks. Each PO works collaboratively as part of the MeHAF team and exhibits attention to detail, a willingness to focus on multiple projects simultaneously, and flexibility.

**Program Officer I:** An individual with less than five years experience in philanthropy will be employed as a Program Officer I. Employees in this classification will have a greater degree of supervision related to developing grant and program concepts, developing relationships, and overseeing and managing grants. A Program Officer I will be responsible for basic communication activities such as contributing to MeHAF publications, writing RFPs, press releases, blog posts and similar functions. It is anticipated that as a Program Officer I has longer tenure at MeHAF, she/he will display growing levels of content expertise and autonomy.

**Program Officer II:** An individual with five or more years experience in philanthropy may be employed as a Program Officer II. In addition to longevity of experience in philanthropic settings, employees in this classification will have established content expertise in health and health care, and display a high degree of mastery of philanthropic approaches and sophistication in their work. A Program Officer II will have a greater degree of autonomy in program development, oversight and evaluation. A Program Officer II's portfolio may also represent grantmaking and programming of a

more complex nature, including but not limited to multi-stakeholder initiatives, multi-year grantmaking, grant initiatives with major policy components or implications, projects with major budget implications, or projects and relationships of great significance to the foundation. A Program Officer II will also be expected to perform higher level communications tasks, such as writing for publications and blog posts, and regularly presenting information at statewide, regional, or national meetings. Additionally, individuals at this level are expected to be independent learners who share emerging ideas, best practices and new knowledge with the staff team. In rare instances a Program Officer I without prior philanthropic experience may be promoted to Program Officer II after four years of continuous work at MeHAF. Such a promotion will depend upon the degree to which the individual meets the requirements of the position and on the level of prior senior-level work in another field.

### **Essential Job Responsibilities**

Responsibilities should be viewed as appropriate for either level of Program Officer, with the understanding that a Program Officer II will have a higher degree of expertise and autonomy within each area of responsibility.

### **Program Development, Implementation and Monitoring:**

- Develops, manages and evaluates selected MeHAF program activities including grants programs, policy research, program support and technical assistance, analysis/synthesis and presentation of program results, and oversees other initiatives identified by the President/CEO, Vice President for Programs, Trustees, and relevant Board Committee.
- Maintains a knowledge base that supports the advancement of health and health care, organizational development, system change, and other areas directly related to advancing MeHAF's focus on transformative system change in health and health care.
- Cultivates relationships with potential grant applicants and current and former grantees that will foster optimal growth of each organization.
- Develops and maintains relationships with state-, regional-, and national-level experts and thought leaders in relevant topics and fields.
- Manages selected grants and grants programs, including oversight of grant and consultant contracts, review of grant budgets, analysis of interim and final narrative and budget reports, and preparation of fiscal and program data for MeHAF annual and program reports.
- Works with other funders to design and execute collaborative program activities and grant initiatives.
- Prepares information for the Grants Committee, Board of Trustees and Community Advisory Committee (CAC) and participates in committee, Board and CAC meetings as needed to advance programmatic focus areas.

### **Grantmaking Processes:**

- Develops concept memos and requests for proposals, manages grant application and review processes including recruitment and training of reviewers, reviews proposals, conducts site visits, as well as reviews and analyzes overall impact of grant programs.
- Supports grantees throughout the period of the grant, by providing individual and collective support and technical assistance, through organized learning communities, and by other appropriate means as needed.
- Develops and implements meaningful compliance and evaluation components for grants and contracts.

- Manages direct contracts, such as for foundation-initiated research, evaluations, environmental scans and other studies, and technical assistance.
- Provides support to the MeHAF Grants Committee.

**Learning and Dissemination:**

- Maintains a knowledge base for MeHAF's program areas and distributes the information to the foundation's stakeholders.
- Communicates to a broad array of stakeholders through a variety of communications techniques and channels, including, but not limited to, writing of newsletter items, blog posts, web site text, RFPs, reports, op-ed articles, webinars, speeches and presentations.
- Pursues opportunities to promote MeHAF's mission and strategic initiatives through such methods as policy development, convening, and collaborating with other key organizations.

**Foundation Functioning:**

- Serves as a public representative of MeHAF to selected applicant and grantee organizations, Maine-based partners, organizations representing and/or led by MeHAF priority populations, and within the philanthropic community.
- Participates in identifying, implementing and monitoring MeHAF's strategic priorities.
- For PO II, maintains a working knowledge of philanthropic best practices and new approaches to strengthen and promote organizational strategy and operations.
- Scans the health environment, including the scientific and policy literature, to ensure the foundation is current with health and policy issues that affect foundation strategy and programs.
- Works with the President/CEO, Vice President for Programs, Program Staff, Grants Committee, and other stakeholders to sustain a productive team approach within MeHAF.
- Maintains responsibility for data entry and activity tracking in the foundation's grants database and collaborates with other staff on grants administration and data tracking.
- Supports foundation leadership and other staff to ensure effective, collaborative foundation operations.
- Maintains a commitment to the significant responsibilities inherent in the foundation's work, such as building respectful relationships with organizations that represent, and members of, MeHAF's priority populations and understanding and mitigating the inherent power differential between applicants/grantees and the foundation.

**Core Competencies and Requirements:**

- Master's degree with three years' experience in health, program development, philanthropy or a related field, or Bachelor's degree with five years experience in health, philanthropy or program development or a related field. Experience with nonprofit organizations and philanthropy is desirable.
- Demonstrated commitment to the foundation's mission of promoting access to quality health care, especially for those who are uninsured and underserved, and improving the health of everyone in Maine.
- Broad knowledge of health care and/or health policy and/or health and social services program development and implementation. Knowledge of health care delivery and public health is desirable.
- Ability to manage a significant and variable workload in order to meet organizational demands.
- Ability to work in an inclusive and non-partisan manner with a variety of stakeholders.

- Exceptional interpersonal and group process skills, including the ability to establish and maintain effective working relationships with the foundation's stakeholders. These include a broad array of policy makers, community and business leaders, healthcare providers, philanthropy and development professionals, advocates, and Maine people.
- Ability to work closely and collaboratively with the President, Vice President for Programs, and other foundation staff, but also to work independently in a manner that is supportive of the organization as a whole.
- Excellent oral and written communication skills including public speaking skills.
- Excellent time management skills and an ability to manage multiple tasks.
- Excellent analytic skills, clear ability to research issues through literature review and other means, and strong capacity to synthesize information to develop and support new and ongoing program activities.
- Strong capacity for creative problem solving.
- Good judgment and maturity, with an ability to identify and address organizational needs, make decisions, develop and justify recommendations, resolve conflicts and be responsive and clear with internal and external customers.
- Basic skills in Microsoft Office suite and database use.
- Discretion and commitment to organizational reputation and confidentiality.
- Willingness to travel, at the foundation's expense, within the state and occasionally to national or regional meetings and conferences. Required overnight travel is estimated at two days per quarter.
- Schedule flexibility in order to meet the variable demands of MeHAF's activities.
- Polished and professional personal presentation and appearance.

**Salary and Benefits:** MeHAF provides competitive total compensation.

- Salary ranges are competitive with local and regional foundation and nonprofit salary survey data, commensurate with experience and skills.
- Generous comprehensive benefits package including health, dental, and life insurance as well as employer-sponsored retirement account with employer contribution.

**Career Ladder:**

MeHAF is a small organization with a limited number of professional positions and a carefully managed budget. Individuals hired as a Program Officer I are eligible to be considered for promotion to Program Officer II once they have reached a total of five years experience in philanthropy (at MeHAF and/or other foundations). Program Officers are not considered eligible for direct promotion to Senior Program Officer, as this is a separate and distinct position classification at MeHAF.

*MeHAF is an Equal Opportunity Employer.*