**Job Title**  
Program Officer

**Employer/Agency**  
Episcopal Health Foundation

**Job Description**
We are seeking a Program Officer to join our dynamic team. While our Program Officers are generalists and work with a wide variety of grantees, we envision that this Program Officer will take a leading role in our work with non-clinical community-based organizations that are involved in increasing access to health-related services and building agency and capacity within community members to advocate for their optimal health. This work is described in our [Strategic Plan](#), Strategies 5 and 6, which you should read before applying for the position. Prior experience with these areas of work will be favorably considered.

Position Summary: Under the leadership of the Vice President for Grants, the Program Officer assists in developing, managing and evaluating a portfolio of grants and initiatives. The focus of the Program Officer’s work is to seek out investment opportunities that align with Episcopal Health Foundation’s (EHF) goals, outcomes, and strategies.

The Program Officer should be knowledgeable of the health system, able to generate insights, and develop actionable recommendations that inform our investment decisions and advancement toward our goals. The Program Officer will guide organizations through the entire application process, from concept development through presentation of proposals and evaluation results. The Program Officer is expected to develop and maintain a variety of relationships in the community, and a knowledge base of current trends, activities and changes within the community at-large in support of our goals, outcomes, and strategies.

Program Officers work with grantees whose work aligns with EHF’s goals, outcomes, and strategies. Each Program Officer has the opportunity to develop expertise and capacity in a particular area and may carry a larger portfolio in that area.

**Primary Responsibilities:**

- Carry an assigned portfolio of priority grants
- Scan for best practices
- Facilitate grantee convenings for the purpose of shared learning, capacity building work, network weaving, and sector building
- Seek out and/or develop investment opportunities for grant making
- Respond to inquiries from organizations regarding the EHF’s grant making guidelines
- Consult with organizations regarding specific grant proposals to ensure that the proposal meets EHF’s guidelines and/or initiative requirements, and is a well-formulated request
- Assist grant seekers and grant recipient organizations, as appropriate, to direct them to other resources for organizational development, funding, program ideas, etc.
- Provide management support to EHF’s new projects/initiatives

**Proposal Review**

- Use data and research to inform grant decisions; generate proposal ideas
- Review all assigned letters of inquiry and full proposals to ensure that required information has been provided. Where needed and appropriate, conduct additional research into the relevant field of interest and/or nonprofit organization
- As appropriate, conduct site visits and participate in interviews for each assigned proposal
- Prepare proposal analysis including written summaries and recommendations for review and
action by the Board’s Program Committee

Monitoring and Evaluation
• Maintain data and provide information as needed to support the Research Division’s development of reports to aggregate evaluation results and communicate EHF’s impact in the community
• Ensure that paper and computer grant files are complete, accurate and current; maintain statistical information regarding grantmaking activity
• Monitor implementation of each grant by requesting and reviewing written evaluations and by conducting site visits to a representative number of grant recipients

Community Leadership
• Develop and maintain contact with a broad cross section of organizations in the community aligned with EHF’s mission and goals
• Support leadership initiatives developed/coordinated by the Research Division and the President’s Office
• Keep abreast of emerging issues both locally and nationally
• Other duties as assigned by the Vice President for Grants

Qualifications
• Bachelor’s degree required; master’s degree strongly preferred
• Demonstrated knowledge of health system and systems thinking
• A minimum of three years of post-college experience, some portion in the nonprofit or governmental sector required. Grantmaking experience strongly preferred; desire to work in and with nonprofit health sector is essential
• Strong interpersonal and collaboration skills; proven ability to be flexible in a team-oriented approach with diverse groups of people
• Strong written and oral communication skills
• Strong analytic and problem-solving skills
• Content expertise in health and wellness subject areas, including the healthcare delivery system
• Excellent planning, organizational, multi-tasking and time management skills
• Computer literate; experience working with databases strongly preferred

Salary/Hours
Full Time; Salary will be set in accordance with the successful candidate’s experience. In addition to salary, the candidate will receive Episcopal Health Foundation’s employee benefits which include comprehensive health insurance coverage and a retirement plan to which the Foundation will contribute an amount equal to 9% of base salary.

Employer/Agency
Episcopal Health Foundation

City, State, Zip
Houston, TX

Application Method
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=37167&clientkey=0BCF543C198D512457EE43FC5D7B5729

Opening Date
Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.