



Program Officer

The Organization:

HealthSpark Foundation is a private, independent foundation providing support to health and human service safety net organizations in Montgomery County, Pennsylvania. It's subsidiary, 2506, LLC, operates a multi-tenant nonprofit center.

Since 2002, the Foundation has advocated for partnerships, greater resources, and more equitable approaches within the safety net system in Montgomery County. We believe that philanthropy has a unique ability to call attention to community needs and opportunities, and to invest strategically in long-term solutions that will create a platform for change. We seek to serve as an innovative partner, a catalyst for new thinking, and a facilitator of new partnerships and opportunities. The Foundation is more than halfway through a ten-year safety net initiative that is focused on enhancing the long-term viability of the safety net system in Montgomery County, which includes a commitment to address the impact of systemic discrimination, racism, and racial disparities.

We have a small staff that values teamwork and flexibility, helps each other succeed, and shares a deep dedication to our work, to the community, and to stewarding the Foundation's resources in the most effective ways possible. We take pride in giving our staff members opportunities to grow and to learn, which contributes to an ever-evolving and dynamic scope of work.

Position Description: The Program Officer administers the day-to-day grants activities of the Foundation in partnership with the CEO. The ideal candidate will be curious about the community's strengths and needs, continually seeking ways in which the Foundation can best support a thriving Montgomery County. The Program Officer will spend much of her/his/their time building relationships with community partners, representing the Foundation at community and partner events, and learning about new approaches in the field through workshops, research, and other convenings. The ideal candidate brings experience in community work, grantmaking and/or grants management through a racial and social justice lens, with demonstrated personal and/or professional experience in piloting and/or implementing new practices that remove barriers to access in resources for historically underserved groups.

Reports to: CEO

FLSA Status: Exempt

Position Responsibilities:

- Manage a portfolio of grantees consistent with Foundation priorities, which includes being a part of identifying potential partners, assessing funding requests, developing recommendations, establishing partnerships, and tracking performance and outcomes.

- Help lead the review, evaluation, and changes to grantmaking processes as they occur, helping to formulate recommendations for their enhancement, as well as participate in ongoing staff and board discussions.
- Contribute to the Foundation's efforts to evaluate and learn from its activities and investments so as to understand, communicate about, and optimize its impacts.
- Assist, via telephone, virtual, and onsite meetings, as necessary, organizations seeking information about Foundation's funding priorities and/or those preparing grant applications.
- Support coordination of informational workshops about application processes in collaboration with team.
- Plan, organize, and host community events on behalf of the Foundation, in person and virtually.
- Serve as a representative of the organization at meetings, programs, conferences, and in other public settings, including with local government representatives, elected officials, community leaders, partners, and residents.
- Stay informed of communities' emerging needs in the Foundation's designated geography of Montgomery County as they relate to the Foundation's mission and grantmaking priorities.
- Be professional, accessible, transparent, and respectful with nonprofits seeking grants; initiate and maintain relationships with grant applicants, potential grant applicants, and grantees to ensure strong levels of respect and satisfaction.
- Support communications activities (newsletter, website) as appropriate.
- Attend approved conferences, workshops, and meetings that advance the Foundation's grantmaking efforts.
- Participate in activities, as appropriate and as approved, with professional associations and groups.

Other job functions may be assigned or changed by the Foundation. The general and specific responsibilities and requirements of the PO position may also change periodically.

Qualifications:

- BA/BS degree, or an equivalent level of hands-on experience.
- Facility with database management systems, Microsoft Outlook, PowerPoint, Word, and Excel. Experience managing virtual events via Zoom.
- Agility, and comfort with ambiguity, and ability to quickly pivot and thrive in a fluid environment. The ability to work both independently and collaboratively within a team is a must. Flexibility in scheduling for periodic night or weekend meetings, events, as well as occasional overnight travel.
- Strong planning and organizational skills with high attention to detail, accuracy, protocols, and deadlines; ability to manage and complete multiple projects, trouble-shoot, establish and act upon organizational priorities while meeting short- and long-term deadlines with a variable workload.
- Committed to diversity, equity, and inclusion with demonstrated experience with and commitment to supporting a diverse, equitable, and inclusive organization. Collaborative and supportive of others with diverse backgrounds and skill sets.
- Excellent interpersonal communication skills, especially the ability to listen well, establish and maintain authentic and professional relationships, and exercise effective and inclusive leadership in cross-cultural and multi-cultural settings. Awareness and comfort within the many intersections of race, ethnicity, gender, gender identity, socioeconomic backgrounds, language, age, ability, veteran status, and other social factors. This includes the ability to present effectively at public events and board meetings.

- Demonstrated sensitivity to the power differential inherent in the funder-grantee relationship as well as the ability and the willingness to manage such relationships properly, professionally, respectfully, and ethically.
- Valid driver's license and insurance for site visits and meetings.
- Ability to manage confidential information with discretion.

PREFERRED QUALIFICATIONS AND SKILLS:

- Experience in nonprofit governance, administration, and/or grants management.
- Grants management systems experience.
- Ideally, some knowledge of Montgomery County, its neighborhoods/communities, and the local nonprofit landscape.

Salary and Benefits:

- **Salary Range:** The range for the position is \$100,000- \$110,000
- **Benefits:** Employer pays 100% of premiums for health and dental benefits and 75% of premiums for spouses and children. Employer pays 100% of life and disability insurance. 18 days PTO, 11 paid holidays plus paid vacation the days between Christmas and New Year's Day. Professional development and training available to support ongoing growth and development.
- **Location:** This position may be fully on-site or hybrid on-site/ remote. If hybrid, the employee will be expected to establish a regular schedule in consultation with the CEO that works for both the employee and the Foundation. Regular travel to in-person meetings throughout the county is expected.

To apply, please send a cover letter and resume to Clare Strenger, cstrenger@healthspark.org. HealthSpark will begin scheduling interviews on or about May 25, 2023. The position will remain open until filled.