Program Officer, Community Health

San Francisco Foundation | San Francisco, California

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**Background**

The San Francisco Foundation (TSFF) is the community foundation serving the Bay Area since 1948, granting more than $800 million over the past ten years. Through the generosity and vision of our family of donors, TSFF awarded grants totaling more than $86 million in fiscal year 2013. TSFF brings together donors and builds on community assets through grant making, leveraging, public policy, advocacy, civic engagement and leadership development in the areas of community health, community development, arts and culture, the environment, and education. www.sff.org

**Job Summary**

**POSITION SCOPE**

The Program Officer for Community Health reports to the Vice President of Programs and provides foundation-wide oversight and management of Community Health Programs.  The Officer also serves as the primary grantmaker for the Foundation’s Community Health portfolio, which is responsible for responding to and recommending requests for funding and proactively developing initiatives that promote health equity for underserved populations by expanding access to services, promoting community-based prevention, and advancing health policy reform.

The Program Officer also supervises the Disaster Preparedness Initiative Coordinator, a Multicultural Fellow in Health, and a Program Assistant while working with all areas of the Foundation in the course of mobilizing resources and applying them toward

**Reports To**

REPORTS TO: Vice President of Programs

**Responsibilities**

* **Review, research, and recommend grants**. Solicit and respond to nonprofit, government, and private agency requests for Foundation funding. Evaluate merits of written proposals, conduct site visits, review research, and present grant recommendations to the Board of Trustees. Evaluate effectiveness of grants and report progress. Provide resource and referral advice and technical assistance to agencies or collaboratives. As appropriate, jointly review grants from other program areas and in collaboration with other funding entities.
* **Budget oversight and supervision**. Manage a grantmaking budget that includes both restricted and unrestricted funds. Supervise a Program Fellow, Initiative Coordinator and a Program Assistant.
* **Multicultural Fellows support.**As part of our Multicultural Fellows Program, work with the Fellows Coordinator to affirmatively support leadership development and mentoring on the Health Program Fellow.
* **Initiative design, resource development, and implementation**. Lead proactive, collaborative initiatives with other funders and grantees, and across program areas of the Foundation. Raise funds from other foundations and donors to meet needs identified in the initiative process. Provide overall direction and guidance to initiatives from conception through implementation, including hiring and supervising consultants and staff, and where appropriate, needs assessment, RFP development, grants distribution, and public relations.
* **Development support**. Meet with donors and prospective donors interested in Community Health issues, providing them with information about needs, best practices and grantmaking opportunities in the Bay. Provide background information for direct funding requests to donors. Organize and present at donor forums.
* **Organizational development and management.**Supervisory responsibility which includes mentoring, developing staff, and effective performance management. Provide leadership to internal Foundation committees and special projects that result in better management practices, professional development activities, strategic planning and implementation, and evaluation.
* **Thought leadership and information dissemination.**Conduct research and provide thought leadership and information dissemination through key speaking engagements, articles, media interviews, and other social media opportunities.

**Qualifications**

* **Education:**Bachelor’s degree in a health services, human services, public policy, political science, social services, or related discipline required. Master’s degree strongly preferred.
* **Experience:**Minimum of seven (7) years of increasingly responsible experience in a leadership role in the public, non-profit, community health with significant focus on prevention, access, public policy, and preparedness  improvement for vulnerable neighborhoods, individuals, families, and communities. Comfortable interacting with donors and prospective donors. Grantmaking experience coupled with experience in managing collaborative initiatives is highly desirable.
* **Knowledge, skills, and competencies:**Knowledge of current key public policy issues, challenges and opportunities facing the non-profit and philanthropic sectors.Superior active listening, oral, and written communication skills; strong financial analysis skills coupled with the ability to build successful internal and external relationships; demonstrated ability to engage people from diverse backgrounds and in a variety of settings; ability to facilitate and synthesize ideas, observations, research, and interpersonal dynamics of groups; ability to provide sensitive feedback and technical assistance. Strong interest and skill in mentoring and providing advice/support in leadership development.
* Knowledge of organizational development, management systems, and operations of small and large nonprofits; budget development and management. Ability to lead collaborative initiatives of multiple funders, provide cross-sector learning opportunities for funders and grantees, and serve as staff lead for special projects or committees.  Computer literacy in word processing, email, spreadsheets, contact management, and knowledge management applications.