



Sample Job Description

Senior Program Officer

Primary Responsibility

This person has primary responsibility for identifying health issues and planning broad program agendas for the Foundation, soliciting and reviewing grant requests, advising the president on Foundation program direction and investments, developing and managing special initiatives, and assisting the President on the long-range strategic planning.

Tasks

- < Work closely with the president as a planning team to set the ongoing grant agenda for presentation to the Board;
- < Supervise program officers and other consultants where appropriate; help direct training and orientation;
- < Staff Grants Committee; anticipate issues, identify informative speakers;
- < Maintain grants pending listings;
- < Provide support, when requested, for all Foundation activities;
- < Evaluate grant applications for soundness of project design and adequacy of the proposed program evaluation;
- < Keep current on health issues of importance to the Foundation by literature review, contact with social and professional communities, and participation in relevant conferences;
- < Design and execute program monitoring methods for Foundation grants and special projects;
- < Assure successful completion of initiatives through mid-course correction and outcome evaluation;
- < Design protocols for Foundation-initiated projects; convene oversight committees of community leaders, experts, and Board for managed demonstration projects;
- < Supervise consultants and special project staff assigned to Foundation-managed initiatives;
- < Prepare reports on results of Foundation's initiatives;
- < Make presentations to the Board on Foundation's initiatives;
- < Communicate information from Foundation-initiated projects to policymakers, target communities, professional and lay providers of health care services, other funders, and the general community; and
- < Pursue opportunities to further community's health agenda through a variety of methods other than grantmaking, e.g., convening, technical assistance, etc.

Qualifications

- < Doctoral degree in a health or human services field of study, with an emphasis on major community health issues, research design, and program evaluation.
- < Four or more years of experience in policymaking, planning or administration of health or human services; knowledge of the current health-related issues of importance to the community; demonstrated ability to convene lay and professional committees and organize multiagency initiatives; ability to interact comfortably with Foundation constituents and other members for the public; ability to communicate clearly and concisely in writing and public speaking.