



# Sample Job Description

## *Senior Program Officer with New Foundation*

### Reporting Relationship

President

### Position Summary

The senior program officer reports to the President and is responsible for implementing and managing all aspects of the Foundation's community grants program. In addition, the senior program officer will oversee the public relations/community relations activities of the Foundation including preparation of annual reports, press releases, brochures and other aspects of the communications plan outlined in the strategic plan. The person filling this role will be a key member of the Foundation's staff working with the President and members of the Board of Trustees to successfully organize the new Foundation and, then, implement initiatives that result in achieving the mission and vision.

### Major Responsibilities

- < Design and implement the Foundation's community grants program;
- < Work with the President to draft ongoing grant agenda for the Foundation;
- < Review proposals submitted for consideration within the community grants program; make site visits, as appropriate; prepare written summaries and analysis documents of grant applications to aid trustees in evaluating and making awards;
- < Communicate with grant applicants and grantees and serve as the Foundation's principal contact with grantees funded within the community grants program;
- < Arrange for technical assistance for grants, as needed;
- < Design and execute program monitoring process for grants and special projects; assure that all pre-grant and open grant management requirements are met, including review of progress and expenditure reports, as needed;
- < Coordinate annual and final evaluation of all grants made within the community grants program;
- < Prepare Board, management and community reports on results of Foundation initiatives;
- < Make presentations to the Trustees regarding appropriate grant applications and other topics;
- < Designs protocols for Foundation-initiated projects within the community grants program; convene oversight and/or planning committees of community leaders and experts, as appropriate;
- < Assist with the communication of information obtained from Foundation-initiated projects— to policymakers, target communities, professional and lay providers of health care services, other funders, and the general community;
- < Pursue opportunities to further the community's health agenda through a variety of methods other

than grant-making such as convening, technical assistance, serving on committees and task forces, etc;

- < Keep current on health issues of importance to the Foundation by literature review, contact with social and professional communities, and participating in relevant conferences;
- < Manage the Foundation's public relations/community relations activities; design and implement a communication plan including necessary brochures, mailings, annual reports, etc; and
- < Provide support, when requested, for all Foundation activities.

#### Qualifications

- < Bachelor's degree; graduate work and/or graduate degree in related field desirable.
- < Extensive communication skills, both orally and written. Significant skills in organizing, analyzing, presenting data, reaching conclusions and developing recommendations. Ability to establish and maintain effective working relationship with a wide range of individuals. Motivated and results oriented.