



Sample Job Description

Vice President for Programs

Reporting Relationship

President

Job Summary

Oversee all grant activities working closely with the president and senior management team to define program strategies and direct program staff in the development and implementation of program strategies.

Qualifications

- < Graduate degree in health related field;
- < Foundation experience in program administration;
- < Verbal and written communication skills;
- < Organizational and analytical skills;
- < Listening skills;
- < Ability to translate conceptual direction into concrete grant plans;
- < Ability to direct others;
- < Capacity to coordinate efforts involving various projects and multiple players; and
- < Knowledge of the state and other foundations.

Typical Duties and Responsibilities

Program Office (70 percent)

- < Work with the vice president of communications to integrate communications and programs;
- < Assist with the professional development of the program staff;
- < Oversee assigned consultants;
- < Work with the president and program staff to select proposals and educational information for Board meetings;
- < Guide the program staff in the preparation of grant summaries for Board review;
- < Assist with the presentation of grant summaries to the Board;
- < Work with program staff to develop and implement project plans consistent with the conceptual direction provided by the senior management team;
- < Work with program staff in the review and presentation of unsolicited proposals;
- < Work with the program staff in responding to non-routine grant status reports and budget changes;
- < Work with grants manager to develop and maintain appropriate grant tracking and reporting;
- < Serve as program officer on assigned grants; and
- < Keep the president informed of the status of grants as appropriate.

Finance (10 percent)

- < Work with the president, chief financial officer, grants manager and other program staff to coordinate the timing and amount of planned grant payout with the availability of funds;

- < Develop the annual operating budget for assigned program staff; and
- < Review monthly reports and address negative variances.

Administration (20 percent)

- < Work with the senior management team to define conceptual direction for grantmaking;
- < Supervise program officers, grants manager, and program assistant;
- < Work with the senior management team and program assistant to plan and organize senior management team meetings and retreats;
- < Represent the Foundation at meetings and conferences;
- < Work with the president and vice president for administration to plan staffing patterns and address staffing needs; and
- < Review assigned staff performance in writing at least annually and recommend salary merit adjustments.