



# The California Endowment

## **JOB DESCRIPTION**

**Position:** Program Manager, Health Systems

**Position Summary:** Program Managers (PMs) are the primary grant-making professionals within The California Endowment. They work collaboratively and cooperatively with other Program Managers and management within the organization to ensure that grant making is aligned with the strategic vision, are goal oriented, and impact driven. The Program Manager for Health Systems under the direction of the Director for Health and Human Services is responsible for planning and implementing grant making and policy activities to achieve the goals and objectives of the Health and Human Services strategy of The California Endowment. The Program Manager for Health Systems acts as a staff contact and spokesperson for the health care and health policy component of the Health and Human Services program area and develops, commissions, prepares, and reviews proposals and contracts, makes recommendations to approve or deny proposals, develops and manages the Health Systems budget, conducts and commissions programmatic research and development, and initiates and sustains external partnerships with relevant grantees, stakeholders, policy-decision makers, and other funders. The Program Manager for Health Systems works as a member of both the Health and Human Services and Healthy California teams.

### **Position Accountabilities:**

- Develops grant-making strategies that are aligned with the strategic vision of The California Endowment's within the Healthy California team
- Develop, update, and monitor progress on The Endowment's health care/health systems policy goals, objectives, work plans, and activities
- Directs and guides additional research and development specific to achieving The Endowment's strategic goals related to health care/health systems policy
- Leads external and internal communications for The Endowment's program on health care/health systems policy
- Makes grant funding recommendations for management review and approval
- Ensures grantee compliance with grant outcome and reporting requirements
- Actively participates in the grant peer review process including strategy development and written proposal review including recommendations for enhancement and improvements
- Develops, manages, reviews, and complies with budgets
- Develops working relationships with relevant stakeholders, policy-decision makers, and other funders, as appropriate and aligned with mission, values, and strategic vision
- Reaches out to strategic partners to generate new ideas and partnerships among grantees and stakeholders. Using other tools in addition to grant making, the PMs work to build coalitions that promote the The Endowment's strategic plan
- Convenes relevant grantees, stakeholders and policy-decision makers to advance strategic program development and implementation, as appropriate
- Prepares and presents written proposal summaries for various levels of the grant review process, including recommendations for approval or decline
- Participates in the grant-review process, evaluates written proposal summaries, and ensures grants that support The Endowment's mission and strategic program area goals and objectives
- Establishes and maintains collaborative and cooperative working relationships with staff as appropriate and necessary
- Supports and reviews Program evaluation to inform future Program development and grant making
- Manages contracts with consultants and contractors that support the Program work
- Maintains appropriate confidentiality
- Completes special projects as assigned

A Program Manager will maintain the highest personal and professional standards and is evaluated against attributes, which include the following: conceptual and analytic ability; written and oral communication skills; professional integrity; judgment; vision and creativity; attention to detail and follow through; programmatic knowledge base; management of paper flow and time; cultural competence; collegiality and collaboration; and human relations and supervisory skills.

**Qualifications:**

- Demonstrated success in affecting health care policy change at the local, state or federal level; experience in health policy advocacy, public policy analysis and/or public affairs are strongly preferred
- Demonstrated written and verbal ability to communicate effectively to both policy advocates and community members; ability to make formal presentations and write position papers to different audiences
- Demonstrated written and verbal communication skills
- Demonstrated ability to establish and achieve goals
- Demonstrated ability to effectively manage and implement multiple projects
- Proficiency in Microsoft Office
- Ability to travel frequently as part of job responsibilities
- Independent worker but collaborative and inclusive as part of larger team
- Demonstrated passionate commitment to The California’s mission and principles.

**Minimum Education:**

- Undergraduate degree required
- Graduate degree in public administration, public health, public policy, or a relevant discipline strongly preferred

**Minimum Experience:**

- A minimum of 10 years experience in health policy or related field and experience with both legislative and or executive branch preferred – and appropriations/budget/finance experience a plus;
- Experience in philanthropy, as a grant maker or grants administrator, and/or as a grantee;
- At least 5 years of experience specifically in state or local policy – ideally with health as a focus;
- Familiarity with of key domestic policy including health care reform, public health, health/health care disparities, primary health care, health care financing, mental health, oral health, etc.;
- Relevant experience in policy, advocacy, and systems change work.

**About The California Endowment**

The California Endowment, established in 1996, is a private, statewide health care. Since its inception, The Endowment has made roughly 10,000 grants totaling more than \$1.8 billion to community-based organizations throughout the state. Its mission is to expand access to affordable, quality health care for underserved individuals and communities, and to promote fundamental improvements in the health status of all Californians.

Through its programs, The Endowment employs a spectrum of approaches including grant making, policy and advocacy, convenings and supporting research. The Endowment has adopted a grassroots, regional orientation for its work to ensure a better understanding of the unique assets and needs of California’s diverse people and their communities. The Endowment is headquartered in Los Angeles with additional offices in Fresno, Oakland, San Diego and Sacramento.

**APPLICATION PROCESS**

E-mail a cover letter and resume in Microsoft Word format detailing your community-based work, and how you went about making change to:

The California Endowment  
Human Resources Department

E-mail: [jobs@calendow.org](mailto:jobs@calendow.org)

For more information: [www.calendow.org](http://www.calendow.org)