

# GROUP HEALTH FOUNDATION

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## Program Officer position description

### ABOUT US

Group Health Foundation is a growing 501(c)(4) philanthropic organization committed to shaping and accelerating efforts to improve health and health equity in the State of Washington. We are seeking a **Program Officer** to join our expanding team.

Fueled by Group Health Cooperative's legacy and \$1.8 billion in funds resulting from Kaiser Permanente's acquisition of the Cooperative, we have an audacious goal: health equity in Washington State. We are committed to creating and supporting conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential. We are dedicated to partnering with communities across the state to advance a shared vision for a vibrant, healthy future.

**Cultivating a diverse and inclusive staff is essential to these aspirations. Applicants who embody the broad array of diversity, lived experience in our communities, and lived experience with a disability are strongly and sincerely encouraged to apply.**

To learn more about our work and values, please visit our [website](#).

### POSITION SUMMARY

The Program Officer will foster and maintain relationships with communities and grantees to advance the Foundation's current learning agenda and evolving programmatic and advocacy strategies. In the coming years, the Foundation anticipates exciting growth and change as we build a highly committed program and policy team, continue to engage communities across the state, and create the strategies that will translate our bold aspirations into action. The Program Officer will serve as an early member of a sizable program team and have a unique opportunity to contribute to the goals of the Foundation during a critical period of expansion.

This is a full-time, exempt position located at our office in downtown Seattle. (We plan to add additional office locations around the state in the coming years, and are also open to exploring the possibility of staff working remotely in the meantime.) Some early morning, evening, and weekend hours, as well as statewide travel, should be expected.

## PRIMARY RESPONSIBILITIES

- In collaboration with the program and policy team, contribute to the development and execution of grantmaking and other program strategies
- Implement the priorities for an assigned grantmaking area through a combination of grantmaking and community engagement
- Build and enhance relationships with community leaders, organizational leaders, and funding partners across the state
- Seek opportunities that leverage existing community strengths and assets
- Evaluate grant proposals and develop funding recommendations
- Serve as a primary partner and point of contact for grantees and other collaborators
- Represent the Foundation to a diverse array of partners including grantees, community leaders, business leaders, government officials, affinity groups, and collaborators in the region
- Educate community and statewide leaders about the Foundation's mission, programs, and goals
- Identify and disseminate emerging trends in the sector, relevant case studies, and other topics of interest related to the Foundation's work
- Prepare strategy memos, briefs, reports, and presentations in a variety of formats to engage a broad range of constituents (e.g., board members, community leaders, grantees, allied funders)
- Contribute one's own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and pursue new opportunities as presented by the evolving aspirations and needs of the Foundation

## QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- Knowledge of, or a strong desire to learn about, the needs of communities across the state that are most impacted by structural inequities
- At least six years of management experience in the public or nonprofit sector, preferably in a capacity that involves deep partnerships with place- or identity-based communities
- Experience leading programs or initiatives related to health equity, racial justice, or disability justice
- Experience as a grantmaker or other funder, or significant experience as a nonprofit fundraiser
- Demonstrated ability to cultivate relationships with diplomacy, and to work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Excellent project management and organizational skills with demonstrated success managing multiple projects and priorities in a team-based environment
- Demonstrated ability to research and analyze complex issues and the potential impacts on communities
- Fluency with and openness to various equity, justice, and power-building frameworks, including a demonstrated ability to connect with those frameworks on a personal and organizational level
- Ability to authentically connect the Foundation's mission and aspirations with one's own personal and lived experiences

- Strong verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- Demonstrated capacity for self-reflection
- Demonstrated ability to take initiative and contribute to the goals of a dynamic and growing organization
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different than your own (travel is estimated at 30% for this position)
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role

## COMPENSATION

In addition to a positive and flexible work culture, we attract, retain, and motivate exceptional people with an equitable and competitive compensation package. Salary ranges are set according to an explicit compensation policy, and relevant market data is analyzed when setting ranges for each position. The anticipated starting salary range for this position is \$118,000 to \$134,000. A compensation enhancement is provided to employees with indigenous or advanced language proficiency (in a second language) that they utilize to advance the Foundation's work in diverse communities. We offer a comprehensive benefits package that includes medical/dental/vision for the employee and dependent children (covered at 90%), a 10% retirement contribution, generous and flexible paid time off, paid parental leave, a fully subsidized transit pass, and support for professional development.

## TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). You will receive an automatic acknowledgement of your application once you submit your materials and can expect regular updates from the Foundation while the search process is underway.

We will review applications on a rolling basis as they are submitted, with priority given to applications submitted by **April 12, 2019**. Until the position is filled, all applications will be accepted and reviewed. If the position is visible on our website, it remains open.

**Thank you for your interest in joining the Group Health Foundation team!**