

GROUP HEALTH FOUNDATION

Program Associate, Grantmaking Tri-Cities Region position description

ABOUT US

Group Health Foundation is a relatively new and growing 501(c)(4) philanthropic organization committed to partnering with communities across Washington State to advance a shared vision for a vibrant, healthy future. We are hiring a **Program Associate, Grantmaking** to join our expanding team.

Our foundation has an audacious goal: health equity in Washington state. We seek to create and support conditions where people of all communities — especially those experiencing social and economic injustice — can participate, prosper, and reach their full potential

Cultivating a staff team that embodies the diverse experiences of Washington communities is essential to these aspirations. We strongly and sincerely encourage applications from people of color; immigrant, bilingual, and bicultural individuals; d/Deaf people and people with disabilities; members of LGBTQIA+ and gender non-conforming communities; and people with other diverse backgrounds and lived experiences.

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

POSITION SUMMARY

The Program Associate supports the Grants team as we work collectively to engage with and learn from communities across the state and deliver on the promise of the Foundation's grantmaking strategies. The role includes a variety of administrative, relationship management, research, and team-wide coordination activities. As a project manager, the Program Associate ensures that the Foundation's Grants team functions efficiently and effectively as we support community-based, equity-focused organizations throughout Washington. The Program Associate reports to an assigned Program Officer and is accountable for supporting work across the full Grants team.

This is a full-time, non-exempt position located in the Tri-Cities, where the Foundation plans to open an office in late 2020. Priority will be given to applicants who both live in and have a deep connection to this region. Periodic early morning, evening, and weekend hours will be required, and occasional statewide travel should be expected. All employees participate in our offsite retreats, which often require travel and overnight stays.

PRIMARY RESPONSIBILITIES

- Provide administrative and project support for the Grants team
- Manage grants data and key aspects of the grantmaking process for up to 75 grantees per year

- Prepare memos, briefs, reports, and data and research presentations for Foundation leadership, staff, and external partners
- Collaborate with Program Officers and other Grants team members to learn about and provide support to grantees and leaders with whom the Foundation has valued relationships
- Coordinate travel, meetings, and site visits in partnership with the Foundation’s grantees, local leaders, the Grants team, and the CEO’s office
- Handle office management responsibilities as needed
- Contribute one’s own ideas, perspectives, and lived experiences to the emerging culture of the Foundation
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the Foundation

QUALIFICATIONS

- A deep commitment to equity and social justice, and strong alignment with our organizational values
- Ability to authentically connect the Foundation’s mission and aspirations with one’s own personal experiences
- Ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Minimum of three years of experience managing projects and supporting other staff members
- Strong organizational skills and demonstrated success managing multiple projects and priorities
- Working understanding of the nonprofit sector, including the roles of different types of organizations and their essential functions (e.g. grantmaking foundations, advocacy organizations, etc.)
- An understanding of the foundational role that racism, ableism, sexism, and other forms of bias and oppression play in perpetuating inequity
- A strong desire to learn about the needs of communities across the state who are most impacted by structural inequities
- Exposure to various equity, justice, and power-building strategies, including an ability to connect with these issues on a personal and organizational level
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role
- Demonstrated capacity for self-reflection
- Good communication skills combined with the ability to listen deeply and authentically
- 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 occasional meetings and events outside of core business hours
- Enthusiasm for traveling throughout Washington and engaging with communities that may be different from your own (travel is estimated at 5-15 % for this position)

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 data are reviewed when setting ranges for each position. The anticipated starting salary range for this position is \$66,000 to \$82,000. A compensation enhancement is provided to

employees with indigenous or advanced language proficiency in more than one language that they utilize to advance the Foundation's work across Washington. We offer a comprehensive benefits package that includes fully paid medical/dental/vision coverage for employees and dependent children (and partial coverage for partners and spouses), a 10% retirement contribution, generous and flexible paid time off, paid family and medical leave, a transit pass (where available), and support for ongoing professional development.

TO APPLY

Please submit your resume and a cover letter expressing your specific interests through our [applicant portal](#). Priority will be given to applications submitted by **May 29, 2020**. You will receive an automatic acknowledgment of your application once you submit your materials, and you can expect updates from the Foundation every two to three weeks once the priority deadline has passed. We are committed to creating conditions where all candidates are able to fully express their talents and potential and invite you to let us know if there are any accommodations that we can provide to support you in your pursuit of this role.

Thank you for your interest in joining Group Health Foundation!