

PROGRAM OFFICER

Job Description

If you want to make a meaningful difference in the health and lives of New Yorkers, the New York State Health Foundation (NYSHealth) may be the right place for you. The Program Officer position is an ideal fit for a candidate who is mission-oriented, strategic, creative, and collaborative, and who cares deeply about having an impact on health care and public health. In this role, you will join our dedicated staff in a collegial atmosphere and work with grantees and partners to advance our responsive grantmaking work.

Background:

NYSHealth is a private and independent foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$350 million in assets, as well as a \$16 million annual grants and operations budget.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in three priority areas: Empowering Health Care Consumers; Healthy Food, Healthy Lives; and Veterans' Health. NYSHealth also engages in responsive grantmaking through a Special Projects Fund.

The [Special Projects Fund](#) enables the Foundation to support projects that address important and emerging health care or public health issues in the State that fall outside of our three priority areas. We seek to help a wide range of organizations implement innovative projects that can improve health at the organizational level, the community level, or the statewide level. Projects and initiatives often have strong potential for replication and scaling, as well as implications for statewide policy change. Projects often address racial/ethnic health inequities.

The Special Projects Fund addresses a broad and exceptionally diverse range of health-related topics. Work supported by the Special Projects Fund has addressed immigrant/refugee health; behavioral health; maternal and child health; oral health; primary care expansions; opioid addiction and substance use issues; and many others. Most recently, the Special Projects Fund has been the primary vehicle for the Foundation to actively respond to the COVID-19 pandemic. We encourage applicants to visit [this section](#) of the Foundation's website to appreciate the full breadth of topics addressed by the Special Projects Fund.

Position Summary:

Supporting the Vice President of Programs, the Program Officer will oversee the Special Projects Fund. This position is ideal for a creative and practical thinker who can contribute to the continued growth and responsiveness of the portfolio. The Program Officer will be responsible for managing the program and its grants portfolio; overseeing Request for Proposals and review processes from start to finish; designing and developing new projects and

scaling up successful projects; and making grantmaking recommendations to the Vice President of Programs and other senior staff. As part of the Foundation's activist philanthropy model, the Program Officer will represent the Foundation at meetings and conferences throughout New York State and nationally; organize and facilitate NYSHealth convenings; and contribute to external publications such as letters to the editor, blog posts, and op-eds. The Program Officer will help develop external relationships that advance the portfolio's work with thought leaders, key stakeholders, funding partners, and policymakers.

Reports to: Vice President of Programs

Responsibilities:

- Write Request for Proposals and manage the dissemination and project selection processes from start to finish, including reviewing letters of inquiry; managing the application review process; identifying and overseeing external expert review panels; working with prospective grantees to strengthen project proposals; and providing constructive feedback to applicants.
- Develop, cultivate, and implement ideas for initiatives that are most responsive to emerging New York State health care and public health needs and opportunities.
- Prepare and present written proposal summaries for various levels of the grant review process and provide recommendations to senior staff, review panels, and the Board of Directors.
- Lead and facilitate meetings with grantees, conduct site visits, review grantee submissions, and monitor grantee performance.
- Convene grantees, stakeholders, and policymakers to advance program development and implementation.
- Work with grantees to identify and lead efforts to help leverage the Foundation's resources.
- Develop and cultivate relationships with potential partners, including other private and public funders.
- Develop and maintain productive working relationships with stakeholders, policymakers, community members, researchers, and others to support program development and implementation.
- Respond to public inquiries about priority areas and the application process. Work to disseminate and communicate the Foundation's goals and objectives and its grantmaking results.
- Contribute to quality improvement and learning within the Foundation, including facilitating internal communication and evaluation to inform future program development and grantmaking.
- Participate in conferences, seminars, and other professional development and public-facing activities and events to maintain and enhance expertise and professional status.
- Complete special projects as assigned.

The Program Officer will work collaboratively across the Foundation's program areas to advance shared goals and will play a key role in strategic thinking, generating project ideas/initiatives and partnership development. The Program Officer is also expected to

coordinate with the Foundation's communications, policy and research, and grants management staff.

Required Experience and Qualifications: The Program Officer must have a graduate degree in health, public health, public policy, or a relevant discipline.

Other qualifications include:

- Superb project management and organizational skills. Fine attention to detail and follow-through, including time management and document flow.
- Excellent written and oral communication skills.
- Clear judgment and creative and critical thinking.
- Excellent interpersonal skills: collegial, energetic, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management. Works well with and welcomes opportunities to work across diverse cultures.
- Demonstrated maturity and seasoned judgment. Ability to make decisions, justify recommendations, and be responsive and clear with Foundation applicants.
- Experience with engaging and collaborating with health care, business, and community leaders and other partners in program work.
- Prior philanthropy experience and/or experience in applying for and receiving foundation-funded grants is highly desirable.
- Project development skills, including the ability to document evidence of unmet needs; articulate project objectives and associated activities and tasks; assess potential for replicability and sustainability; and develop project budgets.
- Ability to travel for site visits and to represent the Foundation at outside meetings. (Note: NYSHealth travel is currently suspended in most cases because of the ongoing pandemic. When travel restrictions are lifted and it is safe to do so, travel will resume.)

Preferred Qualifications: Preference will be given to candidates with content knowledge and experience in public health, health and human services, safety-net health systems, and/or health care delivery and policy. For example:

- Broad understanding of public health and health policy principles.
- Direct experience in health care, health policy, and/or community-based settings, including partnerships between health care and community-based sectors.
- Research skills to identify promising models, best practices, and financing mechanisms for a wide variety of health-related interventions.
- Working knowledge of (and/or connections with) New York State and/or national health and human services organizations.

Application Process: Candidates are encouraged to describe their skill sets and experience in light of the above qualifications. Send résumé and statement of interest to HR@nyshealth.org and include "SPF Program Officer" in the subject line.

NYSHealth offers a generous package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403b retirement account; and wellness and commuting benefits, among others.

The salary range for this position is \$100,000–\$125,000, depending on experience and qualifications.

This position will be based at the Foundation’s New York City office, although all staff are currently working remotely and a hybrid arrangement is likely to emerge in the future.

Proof of full COVID-19 vaccination is required for employment.

The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Individuals from historically marginalized populations are encouraged to apply. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.