

PROGRAM OFFICER, HEALTHY FOOD, HEALTHY LIVES**Job Description**

If you want to make a meaningful difference in the health and lives of New Yorkers, the New York Health Foundation (NYHealth) 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 ensuring everyone has access to healthy, affordable food. In this role, you will join our dedicated staff in a collegial atmosphere and work with grantees and partners to connect New Yorkers with the food they need to thrive.

NYHealth Background:

The New York Health Foundation (NYHealth) is a private, independent foundation dedicated to improving the health of all New Yorkers, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately \$300 million in assets and a \$15 million annual grants and operations budget.

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

The [Healthy Food, Healthy Lives](#) priority area works to advance a more equitable food system and connect New Yorkers with the healthy and affordable food they need to thrive. The Healthy Food, Healthy Lives program employs four main strategies to achieve this goal: (1) food systems planning and capacity-building; (2) nutrition benefits; (3) healthier, culturally responsive food purchasing through public institutions; and (4) Food Is Medicine.

Position Summary:

Supporting the Vice President of Programs, the Program Officer will work in close partnership with a Senior Program Officer and a Senior Program Assistant to manage and implement the Healthy Food, Healthy Lives priority area. A successful candidate will bring an understanding of and experience in one or more of NYHealth's Healthy Food, Healthy Lives' strategy areas.

The Program Officer will be responsible for generating project ideas and initiatives; reviewing grant proposals; recommending projects to the Vice President of Programs and other senior staff; managing grants and relationships with grantees; assessing and communicating the impact of grant-supported projects; and generating ideas for communications and advocacy efforts, public events, technical assistance opportunities, and partnerships. They will work collaboratively across the Foundation's other priority areas and its communications, policy and research, and grants management teams to advance shared goals.

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 convenings; and contribute to external publications. The Program Officer will also help develop relationships that advance the portfolio's work with thought leaders, key stakeholders, funding partners, and policymakers.

Reports to: Vice President of Programs

Responsibilities:

- Collaborate with the Healthy Food, Healthy Lives team and other Foundation teams to design and operationalize program goals, strategies, and grantmaking opportunities.
- Cultivate, develop, and implement ideas for grant projects and initiatives that are most responsive to emerging trends and the Foundation's strategies.
- Prepare and present written grant proposal summaries and provide recommendations to senior staff, review panels, and the Board of Directors.
- Build and maintain strong relationships with grantees, including facilitating meetings, conducting site visits, tracking grantee performance and evaluation activities, and providing strategic direction. Work with grantees to identify opportunities to enhance projects, respond to challenges, disseminate lessons learned, leverage the Foundation's resources, and partner with other public and private sector funders.
- Convene grantees, stakeholders, and policymakers to educate and share about local food needs, grant-supported initiatives, and advocacy messages.
- Develop and maintain productive working relationships with stakeholders including policymakers, community-based organizations, community advocates, funders, and researchers to advance program strategies and coordinate around shared goals.
- In partnership with the Foundation's policy and research team, synthesize learning to contribute to original NYHealth publications and inform the priority area.
- Contribute to quality improvement and growth within the Foundation, including facilitating shared learning among and across teams to inform future program development and grantmaking.
- Participate in conferences, seminars, and other professional development activities to deepen and enhance expertise, relationships, and professional growth.
- Respond to public inquiries about priority areas and contribute to disseminating and communicating the Foundation's goals, objectives, and grantmaking results through the NYHealth website, in publications, and in other public settings.
- Complete special projects as assigned.

Experience and Qualifications:

A graduate degree in public health, public policy, or a relevant discipline is preferred. Candidates with a bachelor's degree and equivalent experience will be considered.

Successful candidates will have deep knowledge of or direct experience with food systems; federal nutrition programs such as the Supplemental Nutrition Assistance Program (SNAP) and the Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC); food access and distribution points; and policymaking processes. They will also have working knowledge of, and/or connections with, New York State and/or national nutrition and hunger policy or advocacy organizations, policymakers, funders, or other food systems stakeholders.

Additional qualifications include:

- Experience in applying for, receiving, and managing grants or prior philanthropy experience is highly desirable.
- Excellent project development skills, including the ability to assess unmet needs; develop project objectives; facilitate partnerships; assess potential for sustainability and systems change; and develop project budgets.
- Excellent written and oral communication skills. Ability to synthesize complex concepts into succinct, clear, and compelling narratives for diverse audiences.
- Excellent analytic abilities, including creative and strategic thinking and capacity for collaborative brainstorming.
- 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.
- A demonstrated commitment and contribution to fostering and advancing equity, diversity, and inclusion.
- Superb project management and organizational skills. Fine attention to detail and follow-through, including time management and document flow.
- Demonstrated maturity and seasoned judgment. Ability to make decisions, justify recommendations, and be responsive and clear with applicants and stakeholders.
- Ability to travel for site visits and to represent the Foundation at outside meetings.

Application Process:

Candidates should describe their skill sets and experience in light of the above qualifications. Send résumé and statement of interest to HR@nyhealthfoundation.org and include “HFHL Program Officer” in the subject line.

NYHealth offers a generous package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403(b) retirement account; professional development and tuition assistance; flexible spending account (FSA); and wellness and commuting benefits, among others. NYHealth is committed to mentoring and providing learning opportunities.

The salary range for this position is \$100,000–\$125,000 depending on experience and qualifications. This position is hybrid remote/in-person at the Foundation’s New York City office, currently with two days per week (Mondays and Tuesdays) expected in the office.

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

The New York 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.