

## **SENIOR PROGRAM OFFICER**

### **MATERNAL & INFANT HEALTH**

## **MICHIGAN HEALTH**

### **ENDOWMENT FUND**

The Michigan Health Endowment Fund is the largest health-focused philanthropic foundation in Michigan. Since 2014, we've awarded over \$304 million in grants and we're just getting started!

We are seeking a senior program officer to support our emerging portfolio in Maternal & Infant Health. Interested applicants should have a deep understanding of state and national policies, programs, and priorities in maternal and infant health, as well as an understanding of the critical roles local partners, community-based organizations, and providers play in designing and implementing innovative, equitable practices in the field.

In addition to managing a portfolio of grants, the senior program officer will develop and maintain a variety of relationships throughout Michigan, representing the Health Fund in conversations and applying information from those conversations to the Health Fund's work.

This position reports to the Vice President, Programs.

## **RESPONSIBILITIES**

### **GRANTMAKING AND PROGRAMMATIC STRATEGY**

- Refine, expand, and execute a programmatic strategy for the Health Fund's growing maternal and infant health portfolio, including grantmaking, policy and research, technical assistance, evaluation and other supportive activities
- In partnership with the Vice President Programs and Learning Officer, identify tools to evaluate strategy and measure impact and reporting on progress in achieving strategic goals
- Review health outcomes within maternal and infant health and across Health Fund programs to identify commonalities and collective impact
- Review concept papers and proposals, providing feedback to applicants, engaging with outside experts to evaluate proposals, and providing internal written analyses
- Manage a portfolio of grants and contracts, including:
  - Reviewing regular reports and monitoring progress against workplans and budgets
  - Proactively and collaboratively helping grantees solve and overcome obstacles
  - Offering technical assistance to grantees and connecting them with similar organizations, policy makers, or professional networks
- Work with stakeholders to generate proposals and/or contracted activities that support program strategy
- Prepare recommendations and materials for the board of directors
- Identify programs and projects that should be considered for replication and/or provide evidence for larger policy change

- Conduct site visits with current and potential grantees
- Work with the program team and external contractors to assess outcomes, articulate impacts, and share insights
- Be an excellent ambassador of the Health Fund to grantees, applicants, and other stakeholders, maintaining professionalism and a high level of respect

## **OUTREACH AND COLLABORATION**

- Be a recognized expert in maternal and infant health, contributing to state and national discussions; understanding key stakeholders, motivations, and potential policy changes; maintaining connections among other funders, state agencies, state and national associations, local leaders, and health-related partners
- Attend external conferences, convenings, and other meetings within Michigan and nationally. *Please note: This position requires regular travel throughout Michigan including periodic overnight travel to attend conferences, events related to foundations, and other events specific to behavioral health. Air travel will be required.*
- Facilitate collaborative efforts and convenings around key topics and challenges
- Identify opportunities for collaboration across Health Fund programs, leading cross-programmatic activities when appropriate
- Collaborate with other funders, providing feedback on grant proposals and participating in multi-funder collaboratives as appropriate
- Contribute to the broader Health Fund program team by participating in regular program calls, reviewing concept papers and grant applications from other program areas, support evaluation activities and cross-programmatic goals, and provide input into future grantmaking strategies
- Mentor other program team members and support an effective team dynamic

## **RESEARCH AND COMMUNICATIONS**

- Stay up to date on promising models and best practices related to our focus areas, as well as relevant policies at the state and national levels
- Work with the program team to conduct research, update resources, and produce deliverables such as white papers, policy recommendations, blogs, etc., and participate in development of communications plans and timelines

## **WE THINK YOU'LL NEED**

### **HEALTH EXPERTISE**

You have 7 or more years of experience in work that supports health improvement, health systems change, integrated care, health equity, and/or access to care related to maternal and infant health. You're a critical thinker and creative problem solver, with health equity at the center of your work. You have a strong understanding of current policies and developments within the maternal and infant health field, as well as opportunities for innovation and improvement. A bachelor's degree is required.

## **STRONG ORGANIZATION & ANALYTIC SKILLS**

You have strong analytic skills and judgement that can be applied to reading large volumes of written materials, including concept papers, grant applications and reports, white papers, and policy recommendations. You are comfortable providing thoughtful feedback to applicants and grantees, including opportunities for improvement. You successfully manage multiple priorities with competing deadlines and can complete tasks efficiently and accurately. You have strong writing skills and can write compelling funding recommendations.

## **MISSION-DRIVEN MINDSET**

You care deeply about improving health for Michigan residents and advancing health equity. You have a high degree of personal integrity, sound judgment, tact, and discretion. Collaboration is essential to your work, and you have excellent interpersonal skills and the ability to create strong networks.

## **SALARY AND BENEFITS**

The anticipated salary range for this position is \$125,000-140,000. In addition to competitive compensation, the Health Fund provides a generous benefit package including:

- 20 days of paid vacation time, plus paid holidays
- Single and family healthcare coverage through a Health Savings Account (HSA), with all health insurance premiums covered by the Health Fund
- The Health Fund also contributes significantly every year to each enrolled employee's HSA
- Paid parental leave
- Life insurance
- Short-term disability benefits at no cost to the employee
- Long-term disability benefits at no cost to the employee
- Matching contributions of up to 6% of the employee's compensation to a Roth 403(b) or the Health Fund's 403(b) plan

## **INTERESTED IN APPLYING?**

Skip the traditional cover letter and answer these questions:

- What makes you particularly qualified and excited about this position?
- Describe an instance where you adapted your work to reflect new strategies adopted by your team or organization.
- What parts of this position are you least comfortable with? Why?

Submit your responses and resume as one PDF to [julie@mihealthfund.org](mailto:julie@mihealthfund.org). We will review applications on a rolling basis until the position is filled.

The Health Fund values diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Health Fund has offices in Brighton, Michigan and Lansing, Michigan. We have a hybrid

work environment, with staff expected to work in the office two days per week. Regular travel between the offices is expected. Relocation support of up to \$10,000 may be offered.