

JOB OPPORTUNITY

PROGRAM OFFICER

MICHIGAN HEALTH

ENDOWMENT FUND

The Michigan Health Endowment Fund is the largest health-focused philanthropic foundation in Michigan. Since 2014, we've awarded over \$350 million in grants to support the health and wellness of Michigan residents.

We are seeking a program officer to support our program teams. This position will help develop, manage, and evaluate a portfolio of grants and initiatives, guiding nonprofit organizations through the application process, from concept development through proposal submission and evaluation of results.

Serving as the primary connection between the Health Fund and grantees, as well as prospective partners, the program officer will develop and maintain a variety of relationships throughout the state. In addition, the program officer will support the Health Fund's growing thought leadership by keeping up with emerging trends and practices affecting the health and wellness of Michiganders.

RESPONSIBILITIES

GRANTMAKING AND GRANTEE RELATIONS

- Review concept papers and proposals with thoughtful, internal written analysis of each concept paper and proposal that can be translated into actionable feedback for applicants
- Work with stakeholders to generate proposals and/or contracted activities that support program strategy
- Prepare recommendations and materials for the Health Fund Board of Directors and grantmaking committee
- 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 as necessary and appropriate
 - Conducting site visits with current and potential future grantees
- Identify programs and projects that should be considered for replication
- Under the direction of program leadership, contribute to the strategic direction of the Health Fund and ensure activities are designed to support that direction
- Work with the program team and external contractors to assess outcomes, articulate impacts, and share insights
- Review health outcomes within the program's focus areas and across Health Fund programs to identify commonalities and collective impact
- 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

- Develop a strong professional network with organizations and leaders working in areas of interest to the Health Fund and grant programs
- Develop subject matter expertise in one or more areas relevant to program goals and/or the Health Fund's strategies
- 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 and other events. 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 as 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

RESEARCH AND COMMUNICATIONS

- Stay up to date on promising models and best practices related to the Health Fund's 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, blog posts, etc., and participate in development of communications plans and timelines
- Provide input on content for publications and Health Fund communications platforms

WE THINK YOU'LL NEED

HEALTH EXPERTISE

You have 5-7 years of experience in work that supports health improvement, health systems change, integrated care, health equity, and access. You're a critical thinker and creative problem solver, aiming to address barriers to improving access. You have a strong understanding of current policies and developments affecting the health and wellness of Michiganders. 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. 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 \$100,000-125,000. 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.

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.

This position will be based in Brighton, Michigan. Currently, the Health Fund has a hybrid work environment, with staff expected to work in the office two days per week.