

**Senior Program Officer Position**  
**The Health Foundation of Central Massachusetts, Inc.**  
February 2020

**Position Summary**

The Health Foundation of Central Massachusetts (“Foundation”) seeks a highly motivated and qualified individual to fill the Senior Program Officer position beginning in June 2020. The Senior Program Officer will play an important role in helping the Foundation continue to grow its grantmaking impact. Reporting to the Vice President for Programs, the Senior Program Officer will assume primary responsibility for the development and implementation of the Foundation’s Activation Fund grantmaking avenue.

Activation Fund grants are typically one-year grants for discrete projects aimed at helping nonprofit organizations shift to a higher level of capacity that can be sustained over time. Previous Activation Fund grants have ranged from \$10,000 to \$100,000, with an average grant size of approximately \$60,000. In addition to soliciting and reviewing Activation Fund grant applications and ensuring a fair process, the Senior Program Officer will provide technical assistance to applicants and grantees, manage the award process, monitor grants, and assist in evaluating the Foundation’s impact. The Senior Program Officer will also assist with other Foundation grantmaking activities including those related to the Foundation’s Synergy Initiative, which is the Foundation’s multi-year grantmaking avenue intended to support collaborative projects aimed at achieving systems or policy change. This is a full-time position with some Central Massachusetts site visits and meetings, including occasional evening meetings at the Foundation (scheduled in advance).

**Specific Responsibilities**

- Leads the development and implementation of the Foundation’s Activation Fund grantmaking avenue; facilitates the application process and implements policies and procedures to manage the grantmaking review and award processes; supports grantees as needed throughout their grant periods; monitors the grant evaluation process; and assists in assessing the Foundation’s impact.
- Serves as lead staff member advising potential applicants about the Foundation’s Activation Fund grantmaking guidelines, assisting with proposal development, and reviewing all proposals. In consultation with the Vice President for Programs and the President/CEO, determines if applications meet Foundation guidelines and, if appropriate, conducts a thorough analysis of the proposals and prepares written summaries and recommendations for action by the Board, and then documents the Board’s action.
- Spearheads the development of grant announcements, newsletters, media releases, and social media content.
- Coordinates with the Grants Manager to update the Foundation’s grant management software to track grant proposals from receipt to final disposition, schedule payments, ensure timely grant monitoring reports, and analyze data for standard and ad hoc reports.
- Prepares grant decision notifications, including the preparation of correspondence and contracts.
- Assists Foundation staff with maintenance of the Foundation website.
- Assists the Vice President for Programs in supporting Board meetings and relevant committee meetings throughout the year.
- Maintains broad up-to-date knowledge of new concepts, resources, and “best practices” in health care, public health, health policy, and philanthropy.
- Develops and maintains a knowledge of the nonprofit and philanthropic sectors, especially in Central Massachusetts. Establishes and maintains effective working relationships with Foundation stakeholders.

## **Qualifications**

- Advanced degree (Master's degree or above) in public health, public policy, social services, or related field
- Enjoyment of and excellence in oral and written communication
- Strong work ethic and organizational and interpersonal skills
- Excellent analytical, research, and problem-solving skills and attention to detail
- Experience managing projects across diverse settings
- Proficiency with information technology (including but not limited to Word, Excel, PowerPoint, WordPress)
- Ability to work independently and as a self-starter in setting priorities and accomplishing tasks
- Interest in working across a wide-ranging set of issues and disciplines
- Commitment to supporting nonprofits to improve the health of vulnerable populations in Central Massachusetts
- Familiarity with Central Massachusetts through experience living and/or working in the Foundation's service area

## **Preferences**

- Residence in the Foundation's service area in Central Massachusetts
- Background in grant seeking or grantmaking

## **Compensation**

- Competitive salary commensurate with experience
- Complete benefits package

## **Background on The Health Foundation of Central Massachusetts**

Formally established in January 1999, the Foundation's mission is to improve the health of those who live or work in the Central Massachusetts region, with particular emphasis on vulnerable populations and unmet needs. With approximately \$77 million in assets resulting from the 1995 sale of Central Mass. Health Care, Inc., a physician-initiated, not-for-profit HMO, the Foundation anticipates an annual grantmaking budget of approximately \$2.5-3 million. In addition to its financial assets, the Foundation retained its predecessor's 501(c)(4) tax status in the conversion, which allows it to lobby, as well as to support the advocacy efforts of its grantees. This capacity enables the Foundation to seek public policies to sustain the effective programming implemented by its grantees.

Since beginning grantmaking in 2000, the Foundation has awarded \$44 million in grants to 202 different organizations. Grantees have achieved impact through systems changes related to oral health, access to health care, children and youth's mental health, prisoner reentry, child abuse, hunger, homelessness, economic self-sufficiency, and community development.

## **Invitation to Apply**

The Foundation is an equal opportunity employer and welcomes a diverse pool of applicants. Candidates are strongly encouraged to apply as soon as possible. To be considered for this position, please mail a cover letter (describing your interest, relevant experience, and salary expectation) and resume to:

Senior Program Officer Search  
The Health Foundation of Central Massachusetts, Inc.  
446 Main St., 20th Floor  
Worcester, MA 01608

Application materials may be e-mailed to Anne Goff, Office Manager, at [agoff@hfc.org](mailto:agoff@hfc.org) (type "Senior Program Officer Search" in the subject line).