



Program Officer

Hartford, CT

The Connecticut Health Foundation is seeking a Program Officer to support strategies such as grant making, policy advocacy, communications, capacity building, convening of stakeholders, leadership development, research, and technical assistance to advance the foundation's health equity goals and objectives.

Key Responsibilities:

- Support strategies such as grant making, policy advocacy, communications, capacity building, convening of stakeholders, leadership development, research, and technical assistance to advance the foundation's health equity goals and objectives.
- Support the Program Department in managing aspects of the review process of the grant portfolio including screening prospective grant applicants and assisting with shepherding applicants from the concept paper development phase through application submission.
- Review grants for legal, financial, and program compliance requirements.
- Track the flow of grants on an ongoing basis.
- Manage a portfolio of grants including, but not limited to, the President's Discretionary Grant Awards.
- Monitor grantee progress through the grant period via reviewing interim and final reports, ongoing communication, and arranging site visits when appropriate.
- Remain abreast of current research, activities, and trends related to the grants portfolio.
- Provide technical assistance to grant seekers concerning the Foundation's strategies, goals, objectives, and application process.
- Organize and implement events associated with grant making work - convenings, educational forums, technical assistance workshops, etc.
- Contribute to the evaluation of funded programs and report on results and learning.
- Compose general correspondence, memos, application review reports, and other documents, as needed.
- Represent the Foundation at community meetings and media events.
- Maintain positive and productive relationships with a wide range of organizations and individuals.
- Assist with vendor and consultant management as assigned.

General:

- Perform functions in a culturally competent manner.
- Participate and assist in special projects as needed.

Desired Qualifications and Skills:

- Bachelors or advanced degree in public health, health education, public policy, or related area.
- Knowledge of and/or experience in health, health equity (particularly racial and ethnic health disparities) and public policy.
- Experience in program development, implementation, monitoring, and evaluation desired.
- Experience working as part of a multidisciplinary team and effectively with culturally diverse individuals and communities.

- Strong planning and organizational skills.
- Demonstrated critical thinking and problem solving skills.
- Demonstrated effectiveness in written and oral communications.
- A strong relationship builder with experience collaborating successfully with a broad and diverse range of individuals and communities desired.
- Ability to convene and facilitate meetings with diverse populations, organizations, and communities.
- Ability to work well independently as well as in teams.
- Passionate about the mission of CT Health; dedicated to achieving health equity.
- Experience in problem solving and handling multiple priorities. Ability to organize, coordinate, and prioritize tasks.
- Ability to prioritize tasks and responsibilities in a fast-paced, high energy work environment.
- Creative, flexible, and good sense of humor.
- Previous foundation or non-profit experience a plus.

Reports To: Vice President of Program

To Apply: Send responses via email to: carol@kardaslaron.com.