



## **DIRECTOR OF GRANTMAKING Job Description**

### **Summary**

The Director of Grantmaking supports and provides vision and strategy for the foundation's grantmaking efforts. This individual plays a leading role in identifying new grantmaking initiatives that align with the foundation's strategic plan; building partnerships with grantees; continuously reviewing and making improvements to the grant process; and spearheading the foundation's internal learning and evaluation efforts.

The Director of Grantmaking is a member of the Program Team and collaborates closely with the directors of policy and communications and strategic initiatives to assure that grantmaking activities are coordinated with our policy and communications and research strategy.

### **Key Responsibilities**

#### ***Grantmaking***

- Lead, cultivate, develop, and maintain effective working relationships with grantees, community partners, state officials, graduates of the foundation's leadership programs, and other critical stakeholders.
- Develop strategies to refine and improve the grantmaking process, including providing guidance on effective grant applications, review processes, and how to measure the success of a proposal.
- Collaborate with the grantmaking team to screen and assess prospective project proposals, collaborate with grantees to edit proposals, and make funding recommendations to staff and board.
- Provide supervision to a program officer and senior grants manager. Actively guide staff professional development and opportunities for ongoing learning.
- Work with the senior grants manager to monitor grantee progress via ongoing communication and conduct site visits when appropriate to assure that grantees are accomplishing the goals outlined in their project proposals.
- Develop and manage budgets, negotiate contracts, and supervise consultants related to projects and grantmaking initiatives.
- Collaborate with the vice president of program and board program committee chair to develop program committee meeting agendas.

#### ***Learning and Evaluation***

- Work closely with the directors of policy and communications to assure that activities are coordinated and in alignment with the foundation's goals and objectives.
- Lead the foundation's learning and evaluation work, which may include developing an evaluation strategy; communicating lessons learned from grantees to staff and board;

- tracking progress against strategic planning and operational goals; and identifying and tracking indicators that can help the foundation course correct the approach.
- Collaborate with the vice president of program on organization-wide evaluations, that measure success across strategy areas (communications, grantmaking and policy).
  - Provide strategic insight and oversee the foundation's leadership development activities.
  - Stay current with health equity research, activities, and trends related to health and share learning with the program team when appropriate.
  - Organize, facilitate, and represent CT Health in convenings and on external committees.
  - Contribute to knowledge dissemination and foundation-wide communications and public relations efforts through social media, printed publications, and conferences.

**Qualifications and Skills**

- Demonstrated commitment to racial equity and interest in health equity
- Seven or more years of experience in health, health equity, evaluation, and/or grantmaking
- Understanding of health care or public health and the changing landscape of health reform nationally and in Connecticut is a plus
- Strong systems-level analysis. Demonstrated ability to think critically, problem solve, apply strong analytical and strategic analysis to set priorities
- Ability to work independently and in teams and to inspire others to work toward achieving common goals
- Excellent written and verbal communication skills, including the ability to talk about complex ideas with a wide variety of audiences
- Ability to manage multiple priorities simultaneously
- History of working on initiatives from conception to implementation and through evaluation
- Understanding of and commitment to systems change, customer service, equity, and diversity
- Excellent interpersonal skills: a leader, team player, and listener with a sense of humor

**Reports to:** Vice President of Program