



PROGRAM OFFICER Job Description

Summary

The program officer is part of a small but nimble team that works toward the foundation's vision that the next generation of Connecticut residents will be free from racial and ethnic health disparities. This role is a core part of the grantmaking team. The program officer plays a key role in carrying out the day-to-day functions of grantmaking, including building and maintaining relationships with applicants and grantees, fielding inquiries, reviewing grants, evaluating projects, and tracking grant activities. This position is an exciting opportunity for someone who is enthusiastic about health equity to learn and grow in the field of philanthropy.

The Connecticut Health Foundation is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.

Key Responsibilities

- Cultivate, develop, and maintain effective working relationships with grantees, community partners, graduates of the foundation's leadership programs, and other important stakeholders.
- Support the program department in managing the grants review process:
 - Communicate with grant-seekers regularly through virtual and in-person meetings
 - Screen prospective applications and assist applicants with the grant process from inquiry through application submission
 - Conduct due diligence to assure potential grantees meet appropriate legal standards
 - Track and evaluate open grants to determine outcomes
 - Provide technical assistance for grantees including connecting partners with other resources
- Collaborate with the senior grants manager to maintain, update, and improve processes in the foundation's grants management system, Fluxx.
- Keep apprised of current research, activities, and trends related to the foundation's strategies, goals, and objectives.
- Organize and implement events associated with grantmaking work, which may include convenings, educational forums, and technical assistance workshops.
- Ability to present information to a variety of audiences including CT Health's board of directors, grantees, and potential grant applicants.
- Support the director of grantmaking in composing application review reports and other documents as needed.
- Assist with vendor and consultant management as assigned.

Qualifications and Skills

- Bachelor’s degree in public health, health education, public policy, or strong work experience in a related field.
- Passionate about the mission of CT Health and dedicated to achieving health equity. Knowledgeable about health, health equity (particularly racial and ethnic health disparities), and public policy.
- A strong relationship builder with a history of collaborating with a diverse range of individuals and communities.
- Demonstrated critical thinking and problem-solving skills. Ability to organize, coordinate, and prioritize tasks.
- Ability to work independently as well as in teams.
- Experience in philanthropy or the nonprofit sector, program development, implementation, and evaluation desired.
- Creative, flexible, and good sense of humor.

Reports to: Director of Grantmaking

Job Type: Full-time

Pay: \$70,000-76,000

Benefits

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement

Schedule

- 8-hour shift
- Full-time salaried

COVID-19 considerations

Due to the ongoing nature of the COVID-19 pandemic and a strong belief in the scientific data made available by federal and state health authorities, we have decided to require vaccination as a condition of employment.

Work Location: Hybrid (Employees work in-person at the foundation’s Hartford office two days per week)

How to apply: Please submit a resume and cover letter outlining your interest and relevant experience in this position through [CT Health’s online portal, Bamboo](#).