

MEHAF

MAINE HEALTH ACCESS FOUNDATION

POSITION DESCRIPTION

Job Title: Program Officer/Senior Program Officer
Reporting to: Vice President for Programs
Job Type: Full time (30 – 40 hours/week) / Professional (exempt)
Date: January 2025

The organization: Founded in 2000, the Maine Health Access Foundation (MeHAF) is Maine's largest statewide, private health-focused foundation. Our mission is to **promote access to quality health care, especially for those who are uninsured and underserved, and improve the health of everyone in Maine.** We partner with and fund organizations working to eliminate barriers to accessing health care and achieving optimal health. We are committed to advancing equity in all aspects of our work – proactively reducing health disparities caused by poverty, racism, implicit bias, and stigma so that everyone in Maine can achieve their best health. We strive to apply many of the principles of “trust-based philanthropy.” This approach prioritizes building relationships with applicants, grantees, and partners; honoring their expertise and experiences; and supporting their organizations to be as strong and effective as possible. All MeHAF staff are expected to apply an equity analysis in all areas of their work to ensure that the foundation’s activities reflect our commitment to advancing equity and to individuals who are uninsured and underserved.

The Position: Program Officers bring their life and work experience and passion to MeHAF to lead a designated portion of the foundation’s grantmaking portfolio and related program activities, and help shape and implement the foundation’s work as a whole.

Program Officers work closely with partner organizations, applicants, and grantees to design, implement, evaluate, and improve programs. Program Officers design and support effective group processes. This work requires building strong relationships that recognize and seek to minimize the inherent power imbalance between a foundation and its applicants, grantees, and partners. Program Officers also actively participate in planning overall foundation activities and working collaboratively with other staff and leadership.

As MeHAF’s mission focuses on health and health care access, Program Officers are expected to have an interest in and commitment to developing or expanding their knowledge of health and health care. They are also expected to apply their knowledge of and experience with MeHAF priority populations and a desire to share and expand their perspectives and experiences in ways that advance our learning and implementation of approaches to advancing equity. They have or are committed to developing an understanding of the tools and techniques that philanthropy can use to achieve impact. POs are responsible for effectively communicating about and promoting their areas of expertise in the foundation’s work in a variety of formats, including formal and informal presentations and written communications.

Program Officers are flexible, willing, and able to manage and effectively prioritize among multiple programs. Program Officers report to the Vice President for Programs and collaborate with grants management, communications, finance and administrative staff.

Essential Job Responsibilities

The list below is comprehensive and attempts to describe most of the activities that a PO would undertake over time. It is not intended to imply that any one individual would do all of these items at any one time.

Program Development, Implementation, Support, and Learning:

- Develops, manages, identifies, and shares relevant learning from MeHAF program activities in their areas of focus, including grant programs, policy research, program support and technical assistance, and evaluation.
- Manages selected grants and grant programs, including overseeing grant and consultant contracts, reviewing grant and contract budgets, analyzing reports, communicating with grantees to garner feedback and learning, and preparing program information for MeHAF annual report and other communications vehicles.
- Stays current on areas including organizational development, system change, and other approaches directly related to advancing MeHAF's mission and strategic goals.
- Oversees other initiatives that may be identified by the President/CEO, Vice President for Programs, Trustees, and relevant Board Committees.

External Relations:

- Cultivates relationships with diverse potential grant applicants and with current and former grantees to understand community and organizational needs and opportunities aligned with MeHAF's mission.
- Develops and maintains relationships with state, regional, and national experts and thought leaders in relevant topics and fields.
- Works with other funders to design and execute collaborative program activities and grant initiatives.

Grantmaking Processes:

- Develops concept memos and requests for proposals, manages grant application and review processes including supporting applicants, recruiting and training reviewers, reviewing proposals, and facilitating community reviewer panel meetings and decision-making.
- Supports grantees by providing individual and collective technical assistance, through organized learning communities and by other appropriate means.
- Develops and implements monitoring, evaluation, and learning components for grants that provide meaningful information for grantees and MeHAF to assess impact and opportunities for improvement.
- Manages contracts, such as for foundation-initiated research, evaluation, and technical assistance.
- Prepares information for the Program and Grants Committee, Board of Trustees, and Community Advisory Committee (CAC), and participates in committee, Board, and CAC meetings as needed.

Learning and Dissemination:

- Maintains a knowledge base for MeHAF's program areas and shares relevant information with colleagues and foundation stakeholders.
- Communicates to a broad array of stakeholders in a variety of ways including newsletter items, website content, RFPs, reports, op-ed articles, webinars, speeches, and presentations.
- Promotes MeHAF's mission and strategic initiatives through such methods as policy development, convening, and collaborating with other key organizations.

Supporting the Foundation's Functioning:

- Represents MeHAF with selected applicant and grantee organizations, Maine-based partners, organizations led by and serving MeHAF priority populations, and within the philanthropic community.
- Participates in identifying, implementing, and monitoring MeHAF's strategic priorities.
- Stays current on philanthropic best practices and new approaches to strengthen and promote organizational strategy and operations.
- Scans the health and policy environment and literature to ensure the foundation is aware of issues and developments that affect foundation strategy and programs.
- Collaborates with grantees and other staff to ensure the information in the foundation's grants management system is complete, accurate, and timely.
- Works in partnership with foundation leadership and other staff to promote an effective, collaborative, and productive team environment and a positive and equitable organizational culture.

- Builds respectful relationships with organizations that represent, and members of, MeHAF's priority populations, understanding and working to reduce the inherent power differential between the foundation and communities.

Core Competencies and Requirements:

- Nine years' highly relevant paid or unpaid experience and/or education in fields including but not limited to: community organizing, public policy, racial/class/gender justice and equity, public health or health services, or community development. Experience with individuals and communities who face disproportionate barriers to health care and health is strongly desirable. Prior experience in nonprofit organizations or philanthropy can be helpful.
- Track record of experience aligned with MeHAF's mission and goals, including our commitment to equity, which includes an explicit, though not exclusive, focus on racial equity.
- Ability to work inclusively and establish and maintain relationships with diverse stakeholders including: community members representing our priority populations, leaders of grassroots, community-based groups and of larger organizations, policy makers, consultants, and peers within philanthropy.
- Strong organizational and project management skills, including effective time management and an ability to manage and prioritize among multiple tasks.
- Demonstrated ability to think and work independently and thrive in a hybrid work environment that requires adaptability, versatility, open communication and willingness to ask questions and take initiative.
- High comfort level with technology, including proficiency in the use of Microsoft Office suite programs and Zoom.
- Demonstrated interpersonal and group relational skills including a high level of energy and empathy.
- Ability to both work closely and collaboratively with other foundation staff, and to work independently in a manner that is supportive of the organization as a whole.
- Demonstrated oral and written communication skills.
- Demonstrated analytic skills, curiosity, and ability to explore issues of interest through formal and informal means. Capacity for creative problem solving and for synthesizing information to develop and support new program development and ongoing program activities.
- Good judgment and discretion, as well as commitment to organizational reputation and confidentiality.
- Willingness to maintain flexibility in work schedule in order to meet ongoing organizational needs.

Location/Travel

The MeHAF office is located in Augusta and all employees are expected to live in Maine. Our telecommuting policy and flexible work schedule accommodate employees' commuting distances and non-work responsibilities. The foundation is currently operating in a hybrid environment, with all staff generally expected to be in the Augusta office Mondays and Tuesdays at a minimum. Within-state and some national travel may be required.

Salary and Benefits

The starting salary range for a new Program Officer is approximately \$69,000 - \$77,000, depending on experience. We provide a generous and comprehensive benefits package including health, dental, and life and disability insurance as well as employer-sponsored 401(k) retirement account with up to 7% employer contribution. We also offer generous paid time off and a paid sabbatical for employees after seven years of service.

Advancement Opportunities

While we are a small and relatively flat organization, this role provides the opportunity to learn and grow. We support and fund professional development for all staff. Program Officers are generally eligible to be considered for promotion to Senior Program Officer once they reach a total of five years' experience at MeHAF, though promotion may be considered sooner based on successful work and the degree to which the individual is functioning as described for the Senior Program Officer role. The Essential Job Requirements and Core Competencies detailed above are similar for both roles. The distinctions are primarily with regard to level of autonomy and the complexity of the initiatives they generally lead, as described below.

Program Officer: Employees in this classification require a greater degree of supervision related to developing grant and program concepts, developing relationships, and managing grants. A Program Officer will be responsible for basic communication activities such as contributing to MeHAF publications, writing RFPs, press releases, and similar functions. We expect that with longer tenure at MeHAF, Program Officers will display increasing levels of content expertise and autonomy.

Senior Program Officer: In addition to longevity of experience, employees in this classification will have strong content expertise in the program areas they lead. They will display a high degree of understanding of and ability to apply progressive philanthropic approaches and sophistication in their work. A Senior Program Officer will work with greater autonomy in program development, management, and evaluation. A Senior Program Officer's portfolio may represent programs of a more complex nature, including but not limited to multi-stakeholder initiatives, multi-year grantmaking, grant initiatives with major policy components or implications, projects with major budget implications, or projects and relationships of great significance to the foundation. A Senior Program Officer will perform higher-level communications tasks, such as writing for publications and presenting at statewide, regional, or national meetings. Additionally, staff at this level are expected to be highly self-drive and independent learners who share emerging ideas, best practices, and new knowledge with the staff team.

MeHAF is an Equal Opportunity Employer

MeHAF is an equal-opportunity employer. We are committed to complying with federal and state anti-discrimination laws and operating in ways that are inclusive and welcoming for all employees, Board and committee members, contractors, consultants and vendors and free from discrimination on the basis of race, ethnicity, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity and expression, disability, age, ancestry, genetic information, whistleblower status, military/veteran status, citizenship status, an assertion of a right or claim under the Maine Workers' Compensation Act, or any other status protected by law. This policy applies to all employment decisions, including, but not limited to, recruitment, hiring, promotion, compensation, benefits, transfers, layoffs, returns from layoffs, discipline, termination, and training, and any and all conditions of employment.