

REPORTING RELATIONSHIP: Vice President Programs

EMPLOYEE CLASSIFICATION: Exempt

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By focusing on people most in need, the Health Care Foundation of Greater Kansas City (HCF) works to transform communities so everyone has an opportunity for better health. Each year we invest more than \$20 million toward our goal of healthy people in healthy communities.

HCF was created in 2003 after the sale of the nonprofit Health Midwest hospital system. Since that time, we've been partnering with organizations to ignite a community of health through grantmaking, leadership and advocacy.

We partner with more than 150 organizations to ensure our funding has the greatest impact in our region, using our unique position as an independent, informed voice to spark awareness about wellness and prevention where it matters most.

HCF's service area is Kansas City, Missouri; Jackson, Cass and Lafayette counties in Missouri; and Johnson, Wyandotte and Allen counties in Kansas. We are governed by a 21-member board of directors and are managed by a professional staff of 23 employees.

Diversity is a fundamental element of social justice and integral to our mission. We are committed to promoting diversity and cultural competency in our programming, vendor selection, personnel and employment practices, and governance.

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### **Position Summary**

The Program Officer is key member of the HCF team with responsibility for grantmaking activities including: review and analysis of proposals, recommendations for funding, monitoring of funded projects, connection and engagement with community partners. Manage grant caseload and engage with grantees as required to support achievement of grant outcomes. Support Foundation Defined Grant request for proposal process. Participate in evaluation/review of Applicant Defined and Foundation Defined grant proposals. Support special projects as required.

### **DUTIES AND RESPONSIBILITIES:**

#### **Grantmaking and Program Development**

- The Program Officer is a member of the program team and assists and collaborates in the development and implementation of HCF's grantmaking strategies and processes.
- Oversee an active grant caseload: develop appropriate grant agreements and amendments, monitor performance, conduct site visits, solicit feedback and communicate effectively with grantees.
- Collaborate with the program, evaluation and policy teams to develop a more integrated approach to grantmaking.
- Contribute to continuous improvements efforts that maintain alignment with Foundation's mission and result in a more consumer-friendly, efficient and effective grantmaking program.

- Stay informed about the health needs of HCF's target population, including the unique challenges faced by urban and rural areas. Think creatively about the Foundation's role in addressing those needs and underlying causes.
- Develop strong relationships with grant applicants and grantees.
- Communicate with interested grant seekers about granting options and with grantees that were not funded about how to improve their projects and funding requests
- Commit to continuous professional development to support the work of the foundation
- Contribute to other special projects as requested.
- Meet expectations for attendance, productivity, camaraderie, ethical behavior and community leadership.
- Model the values of the Foundation

### **Community Engagement and Key Partnerships**

- Builds and maintains relationships with key stakeholders, multi-sector groups to inform strategy and ensure strong partnerships and engagement.
- Connect community interests with appropriate expertise at the Foundation, locally and nationally
- Serve as Ambassadors for HCF effectively communicating the foundation's mission and goals of partnering with communities to promote health equity.
- Develop an understanding of how local, state and federal policies play a role in improving or hindering health equity for vulnerable populations in HCF's service area.
- Attend public meetings and events to develop and maintain organizational visibility and accessibility for grantees and potential grant seekers.
- Represent the Foundation at the local, state and national levels with philanthropic and other professional organizations.

### **EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Bachelor's degree and a minimum of five years of relevant experience in philanthropy, grantmaking, public health, human services or related field.
- Experience and understanding of the social contributors of health and health disparities.
- Ability to think creatively and strategically about the broad goals of the foundation while remaining focused on the detail-oriented work and follow-through required by the position.
- Good communication skills; ability to write clearly and possess effective verbal presentations skills
- Strong organizational and time management skills
- Ability to take initiative, work independently and work well in ambiguity.
- Analytical and problem-solving skills.
- Ability to work constructively and creatively with grant applicants and recipients
- Ability to exercise discretion and to maintain confidentiality as appropriate
- Flexibility and ability to multi-task while working under pressure.
- Ability to work constructively and creatively with grant applicants and recipients.

### **PERSONAL QUALITIES:**

- A strong personal value system that aligns with the Foundation's mission and values.
- Creativity, humility, curiosity and a desire to learn.
- Adaptive capacity and a comfort with degree of risk-taking.
- Strong listening, verbal and written communication skills.
- Self-starter and results-oriented
- Ability to work as a team member in a collegial environment where differing viewpoints and give and take are expected and encouraged.

- Strong interpersonal skills, including the ability to establish relationships and credibility among various constituencies, and the skills and practices necessary to inspire collaboration among diverse groups internally and externally.

**COMPENSATION:**

A competitive compensation package, corresponding to the experience level, credentials and personal characteristics of the candidate will be offered.

**NON-DISCRIMINATION:**

HCF firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.