



## **Director of Philanthropy**

**FLSA Classification:** Exempt

**Reports to:** Chief Community Impact Officer

**Salary range, DOE:** \$150,000 - \$160,000

### **JOB DESCRIPTION**

#### **Position Summary**

The Director of Philanthropy (DoP) works with the Chief Community Impact Officer (CCIO) and the Philanthropy Team to provide strategic and tactical leadership to accomplish MSHF's mission across grantmaking. The Director of Philanthropy is a senior leader responsible for recognizing and cultivating opportunities based upon community conditions and data to improve the health of Mat-Su residents through grantmaking. The DoP manages a team of senior program officers and oversees a Philanthropy Team with diverse skills and expertise.

#### **Essential Duties and Responsibilities**

##### **Leadership**

- The DoP leads departmental strategic planning, annual operating plan, and budgeting.
- Serve as a people-leader by recruiting, supervising/managing, coaching, training and shadowing opportunities, and supporting professional growth of team members.
- Along with Senior Program Officers (SPOs), provide strategic leadership to the Philanthropy Team.
- Empower team members, in partnership with Senior Program Officers, by providing the knowledge, resources, and tools they need to excel in their roles and deliver high-impact grantmaking.
- Drive and design growth opportunities for team and individual members that foster deeper learning, critical reflection, and innovative thinking to elevate grantmaking practices and outcomes across the Foundation.

##### **Management/Administration**

- Collaborates with other directors and the Executive Leadership Team for synergy and alignment to maximize impact, and to co-design strategies among program areas.



- Design and implement systems, structures and processes for sharing and leveraging knowledge within the Philanthropy Team and across the organization to ensure alignment and increase impact.
- Identifies trends among grantees, within the Mat-Su and Alaska, the field of health, and within philanthropy.
- Oversee compliance with MSHF policies and procedures, applicable legislation and regulations, and proactively manage risk.
- Manages the impact investing program for the philanthropic team, identifying investment opportunities, proposal evaluations, investment recommendations, and portfolio monitoring.

### **Program Management**

- Accountable for all grant programs and scholarships.
- Provides strategic oversight for the development, planning, implementation, management, supervision, and evaluation of MSHF areas of focus including housing, early learning and care, workforce development, behavioral healthcare, aging in community, food security, adolescent health, family systems, scholarships, and health of the nonprofit sector.
- Closely coordinates philanthropic strategies and tactics with the Director of Public Policy, Evaluation and Learning team, and the Grants management team.
- Manage team operations, including setting agendas, developing annual calendar and deliverable deadlines, developing group and individual goals and outcomes, and collaborating across the organization to ensure efficiently run core grantmaking programs.
- Ensure consistency across focus areas and facilitate cross focus area learning.
- With CCIO, manage and contribute program-related items such as grant recommendations, memos, and reports for board and Program Committee meetings.
- Approve grants and scholarships within delegated authority.

### **External Relationships**

- Represent the Foundation on national, regional, and local boards, affinity groups, and committees related to the Foundation's work.
- Foster relationships with community leaders, understand community priorities, and connect the Foundation to external funders and partners.

**Other duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the



employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Supervisory responsibilities:** Report to CCIO and manage two Senior Program Officers who manage the rest of the philanthropic team.

### **Competencies**

- The Director must possess sharp analytical and superior decision-making skills.
- The Director is a solution focused and collaborative leader who builds cohesion, ensures compliance with MSHF policies and procedures, and is passionate and aligned on the organization's mission, vision, and values.
- Exhibits broad and deep understanding of the field of health, healthcare, social determinants, Mat-Su communities, statewide issues, health and equity philanthropy, and philanthropic trends in general.
- Excellent communications skills with the ability to synthesize information and work with cross-cultural and diverse audiences to build consensus.
- Deep knowledge of and experience in the nonprofit sector.
- Demonstrated history of working in philanthropy, at a granting foundation, or with grantmaking processes and practices.
- Self-motivated, strong organizational skills, superior writing and editing abilities, and ability to manage several projects at once.
- Demonstrated project management skills, strong attention to detail, and good judgment and integrity.
- Contributes learnings of public health and health philanthropy at the local, state and national levels, and translates learnings into opportunities to increase impact.
- Drives results from mission-related investments and by partnering with other funders.

### **Education & Experience**

- Bachelor's degree required; advanced degree (Master's in Nonprofit Management, Public Administration, Business, or related field) strongly preferred.
- Minimum of 7-10 years of progressively responsible experience in philanthropy or nonprofit leadership, with a proven track record in grantmaking.
- At least 3-5 years of supervisory or team leadership experience, including managing professional staff and cross-functional teams.



**MAT-SU HEALTH  
FOUNDATION**

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- Experience developing and executing strategic plans and working with boards and executive leadership.
- Strong analytical, project management, and communication skills, with the ability to synthesize complex information for diverse audiences.
- Proficiency with Microsoft Office Suite and digital communication tools.
- Commitment to equity and inclusion in philanthropy and community engagement.

**Work location:** Wasilla, Alaska

**Work environment:** Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

**Physical demands:** Employee will be spending considerable time at a desk using a computer terminal and using a personal vehicle to travel to various locations in the community.

**Travel:** Incremental travel in and out of state may be required.

**EEO statement:** Mat-Su Health Foundation is an equal opportunity employer.