

Mat-Su Health Foundation

Program Officer

Position Summary

The Program Officer supports the organization's mission, vision and values. This individual embraces the following values as the foundation of our efforts: respect and appreciation for our Mat-Su community assets; prevention, access, wellness, fairness, collaboration, and leadership. This individual exemplifies health; is team-focused and positive; and consistently demonstrates respect for fellow team members and partners. The Program Officer helps to design and implement grant programs and initiatives with funding partners and grantees to advance MSHF mission and vision; investigates assigned program areas and develops a clear understanding of these areas; and works with organizations and community members as needed to develop projects aligned with MSHF goals and strategies for possible funding. Reporting to the Director of Programs, and serving as a member of the Program Team, the Program Officer performs his or her duties in accordance with the policies and procedures of Mat-Su Health Foundation and regulatory agency standards.

Responsibilities

- Works with the Program Team to design and implement strategic initiatives to advance MSHF goal and vision.
- Develops in-depth knowledge of assigned program areas, including current issues and key resource people and organizations, and a clear understanding of how they fit into the Foundation's interests.
- Reviews and approves funding recommendations proffered by Program Associate.
- Adheres to program funding process and ensures procedural integrity.
- Under supervision of the Director of Programs, provides project and grantee technical assistance to ensure MSHF grant investments produce expected results.
- Assures compliance with MSHF-specific guidelines for all grants.
- Develops RFPs and program specific terms and conditions for Foundation initiatives.
- Researches and stays current with health-related grant-making and philanthropy trends and best practice.
- Works appropriately to build interest and capacity among organizations to advocate for required systems change.
- Participates as a member of a team responsible for implementing advocacy strategies to support MSHF programmatic work in Mat-Su.
- Represents MSHF in collaborative efforts, coalitions and affinity groups and presents at forums and conferences within defined program areas.
- Interacts with other grant-makers, not-for-profit leaders and public and private sector stakeholders active in the fields of community and health to assess developments in the field and strategic points for philanthropic engagement.
- Works closely with the Director of Programs to ensure awareness and understanding of both the grants and the process.
- Assists the Director of Programs with strategy papers and other written materials for the foundation's management and Board of Directors.
- Takes care of special projects as assigned.

Competencies

- Proven and progressively responsible program management skills.
- Knowledge of the concept of health equity and a willingness to expand in this area of knowledge and work.
- Excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience.
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff.
- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation.
- Commitment to teamwork and community.
- Strong analytic skills and the ability to think strategically, politically and programmatically.

Position Qualifications

- Bachelor's degree and advanced degree in public health, health policy, social work, or other related field is preferred. Comparable years of relevant experience can be substituted for educational requirements if related to the roles and responsibilities of this position.

- Minimum five years' experience working with or in a health-related government, not-for-profit or philanthropic agency.
- Minimum five years of experience and leadership focused on relevant community and public health issues.
- Experience in developing programs, policies, procedures, budgets and financial and other reporting mechanisms.
- Experience convening partners and building coalitions around community or state-wide issues.
- Computer literacy in Microsoft Office.
- Ability to travel locally to grantee sites and stakeholder meetings (at least 60% of time).

The Foundation

Valley Hospital Association (VHA), d/b/a Mat-Su Health Foundation (MSHF) is a 501(c)3 that was formed in 1948 to build and operate Valley Hospital in Palmer. In 2003, VHA entered into an LLC partnership with Triad Hospitals, Inc. in order to construct the new Mat-Su Regional Medical Center (MSRMC). MSHF retains 35% ownership of the hospital, shares 50/50 governance of the state-of-the-art facility, and invests its share of the net revenues into charitable works. The MSHF's mission is to improve the health and wellness of Alaskans living in the Matanuska-Susitna (Mat-Su) Borough. MSHF provides grants, scholarships and technical assistance to nonprofit, tribal and governmental organizations offering services and practical solutions to significant chronic, health-related problems impacting Mat-Su citizens.