



## Program Officer

**FLSA Classification:** Exempt

**Reports to:** Senior Program Officer

**Salary Range:** \$105,000 - \$110,000

**To Apply, please visit:** <https://www.healthymatsu.org/employment> **Application Deadline:** Open Until Filled

## JOB DESCRIPTION

---

### About the Foundation

Mat-Su Health Foundation (MSHF) is the official business name of Valley Hospital Association, Inc., which shares ownership in Mat-Su Regional Medical Center. In this capacity, MSHF board members and representatives actively participate in the governance of Mat-Su's community hospital to protect the community's interest in this important healthcare institution. The MSHF mission is to improve the health and wellness of Alaskans living in the Mat-Su and the tools it uses include grantmaking, convening of local partners, and policy change. MSHF's work has resulted in significant improvements in systems that support the health of Mat-Su residents in areas such as behavioral health, child welfare, crisis response, community connections, workforce development, transportation, housing, and senior services.

### Position Summary

The Program Officer responds to grant requests and implements grant programs and initiatives with community, funding partners and grantees to advance MSHF mission and vision. The Program Officer develops a clear understanding of an assigned focus area and works with organizations and community members to develop projects aligned with MSHF goals and strategies for possible funding. The Program Officer serves on the Philanthropic Team and works with Vice President of Programs, Senior Program Officers, and other Programs at the Foundation to identify and implement strategic goals and objectives.

### Job Responsibilities

#### Leadership

- Work within the Philanthropic Team to design and implement strategic initiatives to advance MSHF mission and vision, particularly in the area of housing and homelessness.
- Identify and coordinate opportunities for grantmaking, policy, evaluation capacity building, and communications related to housing issues.
- Collaborate with the leadership team to represent the housing focus area to MSHF Board of Directors, Policy Makers, and/or Community.
- Set strategic vision, goals, and outcomes for the housing focus area; implement operations plan to meet the vision, goals, and outcomes.

#### Program Administration and Management

- Implement MSHF process of philanthropy; actively participate in all aspects of grantmaking processes, overseeing and managing a portfolio of work focused on housing and homelessness.
- Develop in-depth knowledge of the housing program area, including current issues and key resource people and organizations, and a clear understanding of how they fit into the Foundation's interests.

- Coordinate with Vice President of Programs and Senior Program Officers to set annual housing focus area budgets, manage focus area budget targets.
- Manage contracts associated with housing initiatives, including third-party evaluations, technical assistance providers, etc.
- Ensure administrative records of grantmaking activities related to housing are established and maintained.

### **External Relations**

- Develop and manage an extensive and diverse network of individuals and organizations, actively adding new members and brokering new connections
- Interact with other grant-makers, nonprofit 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
- Represent MSHF in a variety of venues including community, coalitions and affinity groups and presents at forums and conferences within defined program area

### **Health Equity Promotion**

- Build, and empower the capacity of individuals, organizations and networks to advance health equity
- Foster and practice continuous learning, including sharing knowledge within the organization across Mat-Su communities, and with the field of health philanthropy
- Serve as an internal leader to further the Foundation's Diversity, Equity, and Inclusion strategies

### **Competencies**

- 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 analytical skills and the ability to think strategically and programmatically

### **Education, Experience and Certification(s)**

- Bachelor's degree in social sciences, public health, or other related field is required
- Comparable years of relevant experience can be substituted for educational requirements if related to the roles and responsibilities of this position
- Minimum five years of experience working with or in a health-related government, nonprofit or philanthropic agency 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.



**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.

**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 will occasionally be required to use personal vehicle to travel to various locations in the community.

**EEO Statement**

Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.