

Job Description

Position Title: Senior Program Officer

FSLA Status: Exempt

Reports to: Vice President

General Purpose

The Senior Program Officer will develop and manage a new portfolio in adolescent behavioral health for the Foundation. This will include:

- Developing the priorities and funding strategies for the adolescent behavioral health portfolio;
- Forging partnerships with other funders for aligned work;
- Working with prospective grantees to understand foundation priorities and assist in developing grant requests;
- Reviewing and evaluating grant requests;
- Monitoring outcomes;
- Supporting and directing any consultants or external evaluators associated with the work;
- Representing the foundation in the community through engagement with grantees and key partners; and,
- Serving as a source of adolescent behavioral health expertise for the Foundation and a subject matter resource for community organizations and other partners working to improve adolescent behavioral health among vulnerable populations in Colorado.

Essential Duties/Responsibilities:

- Assume a leadership role in developing and implementing a new portfolio of work for the Foundation on adolescent behavioral health.
- Proactively plan and convene meetings of key stakeholders and other partners to obtain input to shape the foundation's work.
- Regularly engage youth to better understand their perspectives and needs.
- Communicate with a wide range of audiences about Caring for Colorado's goals for adolescent behavioral health.
- Cultivate potential grantees.
- Participate in work groups and other topic relevant meetings to help promote the foundation's goals and seek alignment with other efforts in the field.
- Review and analyze grant requests, conduct site visits, prepare written summaries and present recommendations to staff and Board committees, as appropriate.
- Manage a portfolio of active grants, including grant maintenance, reporting and grantee communications.
- Lead the evaluation efforts of grantmaking strategies.
- Manage relationships with grantees, potential grantees, consultants, external evaluators and peers at other foundations and contractors and provide quality, responsive customer service to all Foundation stakeholders.
- Monitor the external environment by actively engaging in relevant community and state level coalitions, groups and/or special meetings to understand local, state and national health trends, needs and opportunities.

- Monitor other sources of information to maintain a contemporary understanding of important issues and emerging trends that may influence the Foundation's strategies.
- Actively engage in and support the Foundation's other funding priorities as a member of the Program Team.

Desired Skills and Qualifications

Knowledge, skills and abilities

- In-depth knowledge of adolescent behavioral health and community health issues and interventions.
- Experience with, or deep knowledge of, the needs and circumstances of non-majority youth populations in Colorado including: LGBTQ+, Latinx, African-American, people with disabilities or socially isolated populations.
- Strong project management skills with the ability to resolve complex issues and handle numerous assignments under tight deadlines.
- Strong communication skills with the ability to translate complex ideas into clear, easy-to-understand concepts via one-on-one, small group, large group presentations and written communication.
- Expertise in facilitation, project management and stakeholder engagement.
- Excellent interpersonal, customer service and collaboration skills.
- Strong analytic and critical reasoning skills.
- Team-oriented approach to work.
- Content familiarity with other health topics (e.g., social determinants of health, safety-net health care systems, health education approaches, etc.) and the field of philanthropy.
- Sense of humor, humility, intellectual curiosity and a passion for improving health and opportunity for Colorado residents.
- Currently working in Colorado or have substantial recent experience working with agencies/ organizations in Colorado.
- Motivated and committed to the Foundation's mission and with a strong desire and passion to improve health for adolescents in Colorado.

Requirements

- Minimum of seven years of experience working in community-based settings addressing needs of underserved communities.
- Background in public health, public policy, health systems administration, behavioral health, social work, education or non-profit management as demonstrated by education or relevant work experience.
- Experience working in/with youth populations or other populations such as LGBTQ+, Latinx, African American, or people with disabilities.
- The ability to travel throughout the state including some overnight travel is required.
- Incumbent must be able to drive with a valid Colorado Driver's License or be able to arrange other reliable means of transportation.

Salary and Work Environment:

- Salary range is \$80,000 - \$95,000 and will be based on relevant experience.
- Caring for Colorado offers a comprehensive benefits package including health insurance, 401k Plan and paid time off.
- Work is based out of the Caring for Colorado Denver office and is generally performed within an office environment, with standard office equipment.
- **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

To Apply:

Prospective candidates must submit the following to be considered for the position:

- Letter of interest
- Resume
- List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (references will not be contacted without prior notification to candidates).

Applications must be received by September 22, 2017. Applications should be emailed to Anna Loewen, Executive Assistant/Office Administrator at aloewen@caringforcolorado.org. No phone calls, please.

For additional information about Caring for Colorado Foundation, consult the foundation's website at www.caringforcolorado.org.

Caring for Colorado is an Equal Opportunity Employer
