Richmond Memorial Health Foundation

Job Description

Job Title: Program and Strategy Officer

Manager Title: Chief of Strategy & Impact

FLSA Classification: Exempt

Date: June 2023

Job Summary
The Program and Strategy Officer (PSO) is a key member of the Program Team with an understanding of the social determinants of health and racial equity. The responsibilities of the role include grantmaking, community engagement, learning, capacity building, philanthropic service and supporting initiatives focused on organizing, advocacy and policy change.

Job Responsibilities
To perform this job successfully, each essential job responsibility must be performed satisfactorily. Other responsibilities may be assigned to meet changing Foundation needs.

- Prepare and present written and oral analyses of, and recommendations for approval of grants for the Foundation’s Board of Trustees.
- Build and maintain relationships in the areas served by RMHF as noted in its Strategic Framework to learn about organizations and networks and to understand the social, economic, and political contexts in which they work.
- Share knowledge and insights with foundation colleagues through formal and informal exchanges.
- Collaborate across the Foundation to create greater operational cooperation, engage colleagues in partnership and build mutual respect.
- Implement and evaluate foundation strategy and outcomes to inform grantmaking and strategy.
- Co-develop and ask questions, compile notes, support and/or lead decision-making during the grant due diligence process.
- Contribute to Foundation communications to ensure accurate, consistent and equitable information about grant initiatives to Foundation constituents.
- Represent the Foundation at conferences/meetings and stay abreast of the philanthropic field and the Foundation’s priorities.
- Conduct and/or identify research necessary to elevate needs, service gaps and areas of potential improvement, devise and propose action plans.
- Organize and convene focus groups, working groups and collaboratives as requested by the Foundation to address specific issues, organizational development, and community building.
- Build strong relationships with grantee partners to understand their work, unique organizational needs and processes, to collaboratively identify the most effective pathways to funding and additional support.

Experience and Education

- Undergraduate degree in a related field with 5+ years of relevant experience, including experiences as a grant maker or nonprofit.
- Knowledgeable of the multiple, interconnected facets of the Greater Richmond region.
- Superb written and oral communication skills
- Demonstrated ability to work effectively, efficiently and diplomatically in a collaborative, diverse work environment that emphasizes inclusive values and practices.
Requirements

- Ability to manage competing demands and priorities simultaneously while delivering results in a timely fashion.
- Self-motivated and able to analyze, research, synthesize, take initiative, and execute strategies with a high degree of agility and independence.
- Experience in building and maintaining strong, collegial, and collaborative relationships with diverse constituencies and an ability to make and anticipate mutually beneficial connections between people and resources.
- Established relationships of mutual trust with grantee partners to support and enable the Foundation’s understanding of sector needs and priorities.
- Demonstrates a passion for the Foundation’s mission and a commitment to advancing health and racial equity in the Richmond region.
- Confident verbal communicator and able to develop well-crafted and customized written communications that are clear, effective, and empathetic across various audiences.
- Commitment to learning.
- Willingness and flexibility to work some evening hours and occasional weekend hours.
- Available and willing to travel as needed for meetings and convenings.

The starting salary range for the Program & Strategy Officer position is $95,000 - $115,000, commensurate with experience. The Foundation also offers a full and competitive benefits package. Please submit your resume and cover letter to Danielle Gilbert via info@manifestinyou.com. For best consideration, please respond by July 14, 2023.

At Richmond Memorial Health Foundation, we are committed to fostering a diverse, equitable, and inclusive work environment. We believe that diversity strengthens our organization, drives innovation, and enhances our ability to make a meaningful impact on the communities we serve.

We value the unique perspectives, experiences, and backgrounds that each team member brings. We actively seek to create a workplace that reflects the diversity of the Greater Richmond region, including but not limited to race, ethnicity, gender, age, sexual orientation, disability, and socioeconomic background.