



## **SENIOR PROGRAM OFFICER**

Potomac Health Foundation is a private, independent foundation located in Woodbridge, Virginia with an annual grantmaking portfolio of \$5 million. The Foundation serves the communities in eastern Prince William County, Virginia and adjacent communities in southeast Fairfax and north Stafford Counties. Its mission is to improve the health of the community by increasing access to health care for the medically underserved. The Foundation is governed by a volunteer Board of Directors and employs three full time staff.

The Senior Program Officer reports to the Executive Director and includes Program Officer and Grants Management duties. The Senior Program Officer is responsible for implementing and administering the Foundation's grant making, as well as for organizing and supporting convening of grantees and community partners in support of the Foundation's mission.

### **Senior Program Officer related duties and responsibilities**

- Develop expertise on PHF strategic plan and programmatic objectives in order to identify grants that are aligned with Foundation funding priorities
- Issue requests for grant proposals, screen and review grant proposals, and evaluate based on building a portfolio that delivers on objectives of PHF strategic plan
- Prepare and present funding recommendations to Grants Committee of Board of Directors
- Provide technical assistance to applicants and grantees in development of grant proposals and submission of interim and annual reports
- Manage ongoing relationships with grantees
- Organize and support Foundation-led convenings
- Monitor grants through site visits and review of narrative and financial reports
- Keep abreast of relevant community and population health issues and trends at the local, state, and national levels
- Represent the Foundation by participating in relevant external meetings, including community coalitions and foundation partner affinity groups
- Participate in conferences, seminars, and other professional development activities to maintain and enhance expertise and professional status
- Support other projects as necessary

### **Grants Management related duties and responsibilities**

- Works closely with Administrative Assistant to administer grant making using grant management software (Foundant)
- Maintains facility in using grant management software
- Designs grant management workflow processes with Administrative Assistant
- Supervises grant management related activities from initial inquiry to grant closure and post-award monitoring
- Tracks grant-related data and provides research and reports in grants management software
- Performs other duties as assigned

**Qualifications and Requirements:**

- Bachelor's degree required, Master's degree in public health, policy, or social sciences preferred
- A minimum of five years experience in one or more of the following areas: philanthropy, nonprofit sector, foundation/grantmaking operations
- Experience in grant making/grant management preferred
- Superb organizational and project management skills
- Proficient knowledge of Microsoft Office suite (Word, Excel, Outlook, and PowerPoint) and Adobe Acrobat; skilled in conducting Internet research; ability to learn specialized technology relevant to a specific program or function area (e.g. grants management software)
- Desire to work as part of a small team in a fast-paced, highly collaborative environment
- Ability to work independently and well under deadline
- Ability to appreciate and contribute to a work environment that values integrity, humility, empathy, reliability, collaboration, and a commitment to learning
- Driver's license and willingness to travel locally within Northern Virginia, specifically the communities of Prince William County, Southern Fairfax County, and North Stafford County

**How to Apply**

Please send cover letter and resume to [jobs@potomachealthfoundation.org](mailto:jobs@potomachealthfoundation.org) and also apply at <https://www.sentaracareers.com/job/9329222/senior-program-officer-woodbridge-va/#tab-id-1>