

JOB DESCRIPTION

Position Title: Program Officer

Department: Rural Healthcare

Reports To: Program Director

FLSA Status: Exempt

General Statement of Duties

The Program Officer will work closely with Trustees and the Program Director for Rural Health to help design, execute, and evaluate grants and programs to increase the quality of care and quality of life for rural America, as well as provide program support for smaller grant initiatives. (NOTE: This position will work out of the Trust's Sioux Falls, SD office).

Essential Duties and Responsibilities

The Program Officer will assist the Program Director manage a grants program of \$20-30 million annually. Primary responsibilities include providing intellectual and organizational leadership in:

- Designing and implementing new initiatives;
- Evaluating proposals;
- Monitoring a growing program and grants portfolio; and
- Creating impact through dissemination of knowledge.

In addition, he/she will be responsible for managing an existing portfolio of grants and provide support to the initiative's policy initiatives. Frequent overnight travel will be required.

Essential duties include:

1. Managing the Rural Health Program's grants process including conducting outreach and participating in meetings; assessing prospective project proposals; providing technical assistance to applicants to refine plans and project budgets; analyzing project proposals for review by the Program Director and the Board of Trustees; and monitoring and evaluating grantee performance.
2. Preparing concise, analytical board docket grant recommendations.

3. Working with the Program Director to develop strategic funding agendas.
4. Reviewing protocols periodically with the Program Director.
5. Managing the administrative duties related to the above responsibilities
6. Researching selected areas of program interest.
7. Collaborating with colleagues in cooperative approaches to grantmaking.
8. Performing other projects as assigned.

Minimum Qualifications

1. Experienced in grants administration including foundation management that includes creating protocols and reviewing financial budgets.
2. Experience in managing multiple priorities effectively and outstanding time management.
3. Ability to think outside the box to achieve desired outcomes.
4. Must be organized and have strong interpersonal and communication skills.
5. Demonstrated ability to exercise independent judgment and initiative; and to work under deadlines and changing priorities.
6. Background in health or experience at a health organization preferred.
7. Able to maintain confidentiality of information.

Education and Experience

1. Bachelor's degrees (master's degree or higher preferred) required.
2. Minimum five years relevant experience required.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time

To Apply: Send resume and cover letter to jobs@helmsleytrust.org. Include the position title in the subject line. Only those selected for an interview will be contacted.