

PROGRAM OFFICER

BEHAVIORAL HEALTH

MICHIGAN HEALTH

ENDOWMENT FUND

The Michigan Health Endowment Fund is the largest health-focused philanthropic foundation in Michigan. Since 2014, we've awarded over \$304 million in grants and we're just getting started!

We are seeking a program officer to support our Behavioral Health program. The successful candidate will have experience in behavioral health systems, including deep understanding of the operations, payment structures and financing, and policies affecting care delivery. The program officer will use their expertise to support efforts throughout the state to improve access to behavioral health services. This position will help develop, manage, and evaluate a portfolio of grants and initiatives through the Behavioral Health grantmaking program. The program officer will guide nonprofit organizations through the application process, from concept development through proposal submission and evaluation of results.

Serving as the primary connection between the Health Fund and grantees as well as prospective partners, the program officer will develop and maintain a variety of relationships throughout the state. In addition, the program officer will support the Health Fund's growing thought leadership by keeping up with emerging trends, activities, and changes within the program's issue areas. This position reports to the Behavioral Health program director.

RESPONSIBILITIES

GRANTMAKING AND GRANTEE RELATIONS

- Review concept papers and proposals, providing feedback to applicants and engaging with outside experts to evaluate proposals
- Manage a portfolio of grants and contracts, including:
 - Reviewing regular reports and monitoring progress against workplans and budgets
 - Proactively and collaboratively helping grantees solve and overcome obstacles
 - Offering technical assistance to grantees and connecting them with similar organizations, policy makers, or professional networks, as necessary and appropriate
- Work with stakeholders to generate proposals and/or contracted activities that support program strategy
- Prepare recommendations and materials for the board of directors and grantmaking committee
- Identify programs and projects that should be considered for replication
- Conduct site visits with current and potential grantees
- Under the direction of the program director, contribute to the strategic direction of the program, and ensure activities are designed to support that direction
- Work with the program team and external contractors to assess outcomes, articulate impacts, and share insights

- Be an excellent ambassador of the Health Fund to grantees, applicants, and other stakeholders, maintaining professionalism and a high level of respect

OUTREACH AND COLLABORATION

- Develop a strong professional network with organizations and leaders working in behavioral health
- Develop subject matter expertise in one or more areas relevant to the program and/or the Health Fund
- Attend external conferences, convenings, and other meetings within Michigan and nationally. *Please note: This position requires regular travel throughout Michigan including periodic overnight travel to attend conferences, events related to foundations, and other events specific to behavioral health. Air travel will be required.*
- Facilitate collaborative efforts and convenings around key topics and challenges
- Collaborate with other funders, providing feedback on grant proposals and participating in multi-funder collaboratives as appropriate
- Contribute to the broader Health Fund program team by participating in regular program calls, reviewing concept papers and grant applications from other program areas, support evaluation activities and cross-programmatic goals, and provide input into future grantmaking strategies

RESEARCH AND COMMUNICATIONS

- Stay up to date on promising models and best practices related to our focus areas, as well as relevant policies at the state and national levels
- Work with the program team to conduct research, update resources, and produce deliverables such as white papers, policy recommendations, blogs, etc., and participate in development of communications plans and timelines
- Provide input on content for publications and promotional channels

WE THINK YOU'LL NEED

HEALTH EXPERTISE

You have 5-7 years of experience in work focused on improving the delivery of behavioral health services, integrated care, health equity, or access to behavioral health services. You're a critical thinker and creative problem solver, aiming to address barriers to improving access. You've got a strong understanding of current policies and emerging issues within the behavioral health field. A bachelor's degree is required.

STRONG ORGANIZATION & ANALYTIC SKILLS

You have strong analytic skills and judgement that can be applied to reading large volumes of written materials, including concept papers, grant applications and reports, white papers, and policy recommendations. You are comfortable providing thoughtful feedback to applicants and grantees, including opportunities for improvement. You successfully manage multiple priorities with competing deadlines and can complete tasks efficiently and accurately. You have strong writing skills and can write compelling funding recommendations.

MISSION-DRIVEN MINDSET

You care deeply about improving health for Michigan residents. You have a high degree of personal integrity, sound judgment, tact, and discretion. Collaboration is essential to your work, and you have excellent interpersonal skills and the ability to create strong networks.

SALARY AND BENEFITS

The anticipated salary range for this position is \$95,000-120,000. In addition to competitive compensation, the Health Fund provides a generous benefit package including:

- 20 days of paid vacation time, plus paid holidays
- Single and family healthcare coverage through a Health Savings Account (HSA), with all health insurance premiums covered by the Health Fund
- The Health Fund also contributes significantly every year to each enrolled employee's HSA
- Paid parental leave
- Life insurance
- Short-term disability benefits at no cost to the employee
- Long-term disability benefits at no cost to the employee
- Matching contributions of up to 6% of the employee's compensation to a Roth 403(b) or the Health Fund's 403(b) plan

INTERESTED IN APPLYING?

Skip the traditional cover letter and answer these questions:

- What makes you particularly qualified and excited about this position?
- Describe an instance where you used creative problem solving to address a barrier or implement changes that resulted in improved care delivery.
- What parts of this position are you least comfortable with? Why?

Submit your responses and resume as one PDF to julie@mihealthfund.org. We will review applications on a rolling basis until the position is filled.

The Health Fund values diversity and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

The Health Fund has offices in Brighton, Michigan and Lansing, Michigan. We have a hybrid work environment, with staff expected to work in the office two days per week. Regular travel between the offices is expected. Relocation support of up to \$10,000 may be offered.