

JOB DESCRIPTION

Position Title: Program Officer
Reports To: Manager of Grantmaking and Programs
Department: Foundation
FLSA Status: Exempt
Grade: F
Date Last Updated: December 12, 2021

Position Purpose:

The goal of grantmaking at the Delta Dental of Colorado Foundation is to improve oral health outcomes for residents experiencing the greatest health disparities by cultivating community partnerships with and investing capital and grants in trusted organization carrying out health equity work. As a key member of the grantmaking team, the Program Officer will lead, manage, and evaluate the portfolio of place-based grants in Metro Denver and the San Luis Valley. Working in consultation with the Manager of Grantmaking and Programs, the position will lead the day-to-day implementation of the place-based initiative funding strategy, with an eye on impact, collaboration, and racial equity.

Key Responsibilities:

Grantmaking and Portfolio Management

- Design and implement grant guidance and criteria for funding in the Foundation's place-based initiative that is informed by data, best practices, community perspectives
- Establish clear annual outcomes and metrics of success for the place-based initiative in collaboration with evaluation team
- Develop, manage, and implement the annual work plan for the place-based initiative and ensure alignment to the initiative logic model
- Outreach to and educate community partners about funding opportunities
- Assist grant seekers in understanding the foundation's grant making process, priorities, and systems
- Conduct thorough due diligence process of grant proposals that includes financial review and alignment with initiative and foundation goals and objectives
- Complete timely, concise, and insightful written analyses, rationale and recommendations for grant requests including drafting and editing proposal summaries for review
- Assess proposed projects/programs using best practices and/or evidence-based strategies
- Monitor grantee progress by reviewing written progress and final reports and through regular engagement with grantee partners
- Monitor issues and trends in the areas related to oral health and provide research support to foundation leadership, including gathering and synthesizing information and data on various health-related topics
- Contribute and collaborate with all foundation and corporate social responsibility staff members to collectively achieve foundation strategic plan and further company mission
- Oversee and manage annual initiative budget
- Other duties and projects as assigned

Community Outreach and Connections

- Serve as a liaison between the Foundation and communities/organizations across Colorado
- Spend immersive time learning about Colorado communities and regions to guide the place-based initiative and other foundation efforts
- Identify opportunities to collaborate with foundations and donors to maximize investments in place-based communities and organizations
- Help connect partners to other foundations and community resources
- Conduct or coordinate public presentations promoting foundation efforts
- Work with foundation communications staff to promote and represent foundation priorities, partnerships, and efforts to media outlets
- Participate in meetings, workgroups, coalitions and convenings to bring new ideas and connections to the foundation
- Engage in the community to cultivate and maintain strong relationships and networks

Qualifications:

- Bachelor's degree preferred, bilingual skills a plus
- Experience in the oral health field a plus
- At least four years of combined professional experience designing, implementing, evaluating, and fundraising for community-based programs
- Knowledge and analysis of community solutions to achieve health equity in Colorado
- Experience and acumen in facilitating community partnerships and teams across sectors to solve a community health issue
- Experience receiving and implement feedback and providing thoughtful feedback in return
- Nimble and adaptable as part of continuous learning and quality improvement
- Strong organizational skills to manage multiple deadlines and competing priorities
- Must be able to work comfortably and effectively with a variety of communities and organizations and people of diverse backgrounds, perspectives, and cultures
- Excellent listening and written and oral communication skills
- Collaborates well with key constituents and organizational team members
- Experience with Microsoft applications, Zoom and virtual meeting platforms and other technology

Scope of Authority:

Expected to be able to work independently with periodic review by manager. Plans daily work activities and prioritizes tasks. Generally expected to deal with different and specialized situations in the job. Work is typically assessed at completion.

Working Conditions:

This job requires 40 hours per week. This job requires travel via car or plane to meet with grantees and partner organizations. Some nights or weekends required. This position assumes some statewide or national travel. No physical effort beyond that typically required for a position in a normal office environment. Requires flexible time schedule. Potential for tight deadlines or time periods of high workload might require additional hours. Regular and reliable attendance is a requirement. The noise level in the work environment is usually minimal. Regular exposure to a VDT screen.

Delta Dental of Colorado offers a comprehensive compensation and benefits package which includes two health plans; free dental insurance; 401(k) match; supplemental retirement savings plan; company-paid life insurance, short-term disability and long-term disability policies; tuition reimbursement; transportation reimbursement (were near a light rail station); annual bonus program and much more.

The position pays \$65,000 - \$79,000 annually. **Applicants from the Metro Area or Southern Colorado (remote position) are encouraged to apply.**

Delta Dental of Colorado is proud to be an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.

An applicant with a disability or a disabled veteran has the right to request reasonable accommodation required to apply and be considered for one of our positions. To request accommodation for the purpose of applying for one of our positions, please contact Delta Dental of Colorado Human Resources at 720.489.4794.