

## Job Announcement

### Director of Grants & Public Policy



**Location:** Carlisle, Pennsylvania  
**Sector:** Nonprofit/Philanthropy  
**Employee Type:** 40 hours per week  
**Posting Date:** October 19, 2017

#### JOB OVERVIEW

The Partnership for Better Health is seeking a Director of Grants and Public Policy to lead all day-to-day aspects of the foundation's grantmaking, initiatives, coalitions and policy advocacy work, to improve the health of the people and communities in our region of South Central Pennsylvania. Reporting to the Executive Director, the Director of Grants & Public Policy oversees the foundation's grantmaking, policy and community engagement activities, and collaborates with staff team members and board volunteers to develop strategic goals and related priorities. The director is the point person for the Community Policy & Engagement Committee and the Community Investment Committee

This is a full-time position, at 40 hours a week. The Partnership for Better Health offers a competitive compensation and benefits package that is commensurate with experience.

#### ORGANIZATIONAL BACKGROUND

The Partnership for Better Health's mission is to champion and invest in ideas, initiatives and collaborations that improve the health of the people and communities in our region. Founded in 2001, the foundation has made more than \$35 million in grants to organizations throughout Central and Western Cumberland County, Perry County, Northern Adams County and Greater Shippensburg. We strive to serve as a catalyst, advocate and collaborator to ensure that everyone has what they need for good health, making our communities among the healthiest in the nation.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. **Grants and Initiatives Management:** Engages with grants staff and Community Investment Committee toward establishing effective processes and strategies for grants, initiatives and community engagement. Develops a cohesive grants and initiatives portfolio that aligns with and informs the foundation's overarching goals and objectives.
  - a. Analyzes and reports on grants and community needs trends. Monitors national, state and local health trends.
  - b. Identifies and applies best practices and national research in the fields of public health and nonprofit management to advance the foundation's mission.
  - c. Prepares and presents proposal summaries, reports and funding recommendations for review by committee volunteers and Board members.
  - d. Makes recommendations for special initiatives in response to community needs. Guides the development of competitive requests for proposals.
  - e. Leads periodic site visits, convenings and community events.
  - f. Monitors budgets for grants, initiatives and strategic goals to ensure appropriate use of funds.
  - g. Develops and maintains comprehensive/working knowledge of grants management software (e.g., Foundant).

2. **Policy Advocacy & Community Education:** As lead liaison to the Community Policy & Engagement Committee, works closely with volunteers and community partners to influence community engagement on key health policy issues and raise community awareness.
3. **Foundation Strategy & Learning Goals:** Directly informs strategic planning efforts and related strategic goals through data collection, and leadership in staff, coalition and board planning activities. Actively promotes and informs a cycle of continuous improvement and a culture of learning among colleagues, volunteers and grantees.
4. **External Relations, Fund Development & Community Engagement:** Serves as a foundation spokesperson and health expert on external committees, coalitions and task forces. Cultivates fundraising opportunities and professional networks to identify and leverage external resources that will advance targeted health initiatives. Collaborates with Communications Specialist by contributing to and informing public relations, written communications and marketing activities.

### **Essential Education and Experience**

- Graduate degree in field related to health or human services, public policy, nonprofit management or related field.
- Fifteen years of experience working in the fields of public health or human services with a government agency, health system or nonprofit organization. Experience working closely with regional or national foundations a plus.
- At least three years of experience managing professionals, and building cohesive teams, partnerships and alliances.
- Demonstrated project development, grantwriting and strategic planning experience.
- Any combination of education and experience equivalent to the essential education and experience listed above.

### **Essential Skills and Abilities**

- Keen understanding of public health issues and health promotion strategies. Skill in continuously gathering evidence-based research and applying it to program/grantmaking practices.
- Outstanding written and oral communication skills, to serve as a compelling leader, facilitator and spokesperson for the organization.
- Demonstrated ability to inspire, facilitate and manage change. Forward thinking, with capacity to envision increasingly effective ways of navigating organizational and community change/growth.
- Knowledge of grantmaking process, and business acumen to analyze the operational and financial capacity of organizations. Excellent analytic and problem solving skills.
- Proven ability to offer expert assistance and training to community-based organizations.
- Capacity to work both independently and collaboratively in diverse teams and community environments, with an emphasis on adaptability, inclusiveness and continuous improvement.
- Excellent project management skills. Ability to multi-task, assess priorities and work efficiently under deadlines.
- Experience working with nonprofit boards and committees.
- High levels of diplomacy, candor, sound judgment, compassion, discretion and friendly decorum when interacting with community volunteers, colleagues, consultants, local residents and others.

- Can-do attitude with personal drive, initiative and leadership to ensure organizational success.
- High standards of professionalism and commitment to excellence in all aspects of the foundation's work.
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) and general database systems.
- Ability to lift 20 pounds to move records in the office and carry items for events and presentations, such as meeting materials, computers, etc.
- Valid driver's license and the ability to travel locally and regionally.

### **OUR COMMUNITY**

The Partnership is located in the charming town of Carlisle, Pennsylvania. As a college town known for its rich cultural heritage, great restaurants and thriving business community, Carlisle won the 2016 national competition to be named *Strongest Town in America*. Located just minutes from the Appalachian Trail, regional parks, lakes and forest lands, the surrounding region has much to offer. Carlisle is 25 minutes from Harrisburg, two hours from Washington, Baltimore and Philadelphia, and three hours from New York City and Pittsburgh.

### **TO APPLY**

Interested applicants should email a cover letter, resume, salary requirements and three references to Casandra Jewell (cjewell@ForBetterHealthPA.org). The position will be open until filled. You will receive a confirmation of receipt of your resume within four days of submitting your application. If you do not receive this within four days, please contact Casandra Jewell at 717-960-9009 x 0. Thank you.