

## **PROGRAM OFFICER JOB DESCRIPTION**

### **SUMMARY**

The program officer reports to the CEO and works on grantmaking, outreach, and special events. This position collaborates across the organization to carry out grantmaking strategies and enhance SHF's profile across the Upper Peninsula. This role also supports annual grant partner meetings, community outreach events, and SHF's annual gala. Candidates must be willing and able to work onsite in Marquette at the Superior Health Foundation office.

### **RESPONSIBILITIES**

#### **Grantmaking & Outreach – 75%**

- In collaboration with the CEO, develop RFPs and supplemental materials such as webinars, one-pagers, etc., in line with SHF's grantmaking strategy
- Assist with the concept paper and proposal review processes and prepare the first draft of proposal summaries and the grants committee packet in collaboration with the accounting and grants manager
- Review, analyze, and act on grant reports to monitor progress, challenges, and emerging trends among funded projects
- Collect, track, and analyze data and information related to SHF's strategic goals and evaluation measures
- In collaboration with the accounting and grants manager, serve as a point of contact for programmatic inquiries, proactively helping grantees solve and overcome obstacles
- Coordinate and attend site visits with current and potential grantees across the Upper Peninsula
- Research trends, best practices, and state policies or programs in areas relevant to SHF
- Manage a portfolio of grants and contracts, including reviewing regular reports and monitoring progress against workplans and budgets
- Develop a strong professional network with organizations and leaders working in areas relevant to the SHF's grantmaking; attend relevant events throughout the Upper Peninsula
- Provide technical assistance to grantees and connect them with similar organizations, policymakers, or professional networks as necessary and appropriate
- Work with the communications and development manager to develop and implement communications strategies, messaging, and timelines
- Identify newsworthy or noteworthy stories and articulate linkages across grantee organizations and the grant portfolio
- Work with the communications and development manager to share success stories with key audiences, provide input on content for publications and promotional channels

### **Event Support – 25%**

- Provide support for events and convenings, including SHF's annual gala
- Work with the SHF team and board to plan and deliver targeted community outreach events
- Develop educational opportunities for grantees based on feedback, including an annual grant partner convening
- Participate in planning and coordination of the annual grantee convening, serve as the day-of coordinator, addressing potential problems that may arise
- Support on-site registration and logistics responsibilities, including registration desk support, monitoring IT and AV needs, mic running, volunteer coordination, and material setup and teardown
- Develop relationships with potential gala sponsors and participate in event fundraising processes and activities, including developing relationships with potential sponsors, securing donations and prizes, and sending thank-you letters
- Solicit and incorporate attendee, speaker, and staff feedback to improve future events

### **ADDITIONAL SKILLS AND REQUIREMENTS**

- Strong understanding of the Upper Peninsula and its unique health needs
- Experience in nonprofit management, philanthropy, program evaluation, healthcare, or related fields. Experience in event coordination and securing sponsorships is a plus.
- Proficient in computer programs and software such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Zoom, database management, email, internet use and research, etc.
- Comfortable working with a wide variety of people, including sponsors, donors, board members, volunteers, business owners, nonprofit leaders, and government officials
- Availability to travel and occasionally work irregular hours, including evenings and weekends

The salary range for this position is \$65,000 - \$72,000. SHF offers a benefits package that includes health insurance, paid time off, and a SIMPLE IRA plan.

To apply, please submit a cover letter and resume to [iberthiaume@shfmi.org](mailto:iberthiaume@shfmi.org).