



Program Associate

POSITION SUMMARY

The Program Associate has an advanced understanding of healthcare, behavioral health, environmental health and is a proactive team player with excellent project management, leadership, and partnership building skills. The Program Associate is primarily responsible for the advancement of the current Desert Healthcare District and Foundation's Strategic Plan. This includes participating in the grantmaking process through program research; reviewing grant requests; evaluating grants; results-based accountability metric implementation/management; grantmaking system management; communicating with grantees and the public through outreach, grants webpage management, data walks, and request for proposal development; participating in projects and documentation development under the guidance of the Chief Program Officer.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Program Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Associate is responsible for researching and analyzing community needs and supporting the creation and management of grantmaking opportunities that align with the Desert Healthcare District and Foundation's Strategic Plan goals and strategy areas. The Program Associate will help expand community involvement through data walks, assist with requests for proposal development, provide grantee capacity support, and help monitor grant funding impact. Specific responsibility include:

- In collaboration with the programmatic staff, review and evaluate grant proposals submitted to the District and Foundation.
- Provide capacity assistance to grant applicants as needed.
- Assist with request for proposal (RFP) development.
- Contribute to ongoing development, refinement and implementation of the District and Foundation's grantmaking outreach.
- Contribute to Strategic Plan goal and strategy development, refinement, and implementation to scale impact.
- In coordination and collaboration with the Senior Program Officer – Public Health, assist with the management and implementation of results-based accountability tracking and impact dissemination.

- In coordination and collaboration with the Director of Communications and Marketing, monitor and update the grants program's main webpage.
- Be informed of community decisions/actions involving local and regional nonprofit, philanthropic, and government organizations that may impact District and Foundation work.
- Plan and coordinate community data walks, webinars, and networking opportunities between nonprofit organizations.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor's degree from an accredited institution with a degree in Public Health or a related area of study.

Professional Experience

Three (3) years of relevant work experience, preferably in a role involving community engagement, grantmaking, and Strategic Plan advancement.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Familiarity with the principles of grant and program management.
- Familiarity with non-profit operations, management, and organizational structure.
- Knowledge of, and experience addressing issues impacting underserved communities, including a good understanding of community organizing and local government policies and processes.
- Proven experience in working collaboratively across the non-profit, private, and public sectors.
- Proven ability to work well with diverse groups with flexibility, efficiency, enthusiasm, and diplomacy, both individually and as member of a team.
- Ability to listen critically, learn from others, and build consensus.
- Demonstrated ability to lead and build relationships by gaining the respect and trust of others.
- Programmatic knowledge base in community health and wellness.
- Experience in offering capacity assistance to nonprofit service providers.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None.

Travel Requirements

This position requires local travel up to 25% of the time.

Access to reliable transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This position requires the flexibility to work weekends or evenings as required.

Salary - \$70,000-\$95,000