



*Williamsburg Community
Health Foundation*

**JOB DESCRIPTION: VICE PRESIDENT of GRANT PROGRAMS
and HEALTH POLICY**

JOB SUMMARY

The Foundation Vice President of Grant Programs and Health Policy will have senior management responsibility for the strategic development, implementation and evaluation of the grant programs and will ensure the quality and timeliness of all aspects of grants processing and management. The Vice President of Grant Programs and Health Policy will monitor local, regional and national trends in health policy and health care to ensure the strategic alignment of the Foundation's grant programs with need and potential impact. The Vice President of Grant Programs will be responsible for the oversight and supervision of all program staff and represent the Foundation in the community to facilitate the effective implementation of Foundation programs.

POSITION RESPONSIBILITIES

General Responsibilities:

1. Under the direction of the Board and Foundation President, develop, implement, and evaluate Board approved strategic plans, funding initiatives, community collaborations and other related grants projects and research that advance achievement of the Foundations' mission, purposes and core values.
2. Develop, implement, monitor and evaluate the Foundation's grant program.
 - a) Engage in appropriate interaction with broader community and rigorous health data analysis.
 - b) Oversee development (and revision as needed) of internal grantmaking policies as guidance for Board and staff.
 - c) Direct and participate in the implementation of the grants program.
 - d) Oversee preparation and presentation of Board and Committee agenda materials, and respond to Trustee inquiries.
3. As part of the Foundation's senior staff leadership work with the President to create and maintain a work environment that fosters employee commitment to the Foundation's mission, purposes and core values, supports personal growth, values collaborations and teamwork, and motivates high performance and productivity.

4. Supervise and evaluate grant program staff and independent contractors, consistent with the Foundation Mission and program goals.
5. Work with the President to identify community health and wellness needs in the Foundation's service area and in the formation and execution of plans and initiatives to address those needs consistent with Foundation policies and practices.
6. Represent the Foundation in the community and communicate with the public regarding current and potential future grantmaking priorities and guidelines. May include occasional evening or early morning meetings.
 - a) Serve as a catalyst for community collaboration.
 - b) Market the Foundation as a resource for the community in improving the health of its residents.
 - c) Introduce external constituencies to Foundation priorities.
7. Other Duties
 - a) Serve as a member of the Management Team and act as advisor to the President.
 - b) Guide the professional development of program staff.
 - c) Other duties as assigned.

PREFERRED QUALIFICATIONS

1. Conversant in current health programmatic and policy issues.
2. Experience in community building including developing and facilitating community collaborations.
3. Experience in a grantmaking organization and solid understanding of grantmaking best practices.

MINIMUM QUALIFICATIONS/EXPERIENCE

1. At least 10 years progressive experience with non-profit, government, health or educational organizations.
2. Proven experience in managing staff and developing and evaluating programs.
3. Bachelor's degree; related graduate degree preferred.

REQUIRED COMPETENCIES AND SKILLS

Grants and Proposal Administration:

- Knowledge of and ability to apply best and/or promising practices in grantmaking and program development/implementation.
- Competence with information technologies.
- Strong writing, analytical and budget review skills.
- Community Building, including a demonstrated ability to initiate, implement, and evaluate collaborative and community initiatives.

Management:

- Ability to communicate technical, budgetary, and program details to staff, grantees and applicants.
- Demonstrated leadership skills and ability to manage and motivate a team.
- Ability to design and implement effective workflow processes and procedures.
- Ability to organize and effectively handle multiple projects, and meet regular deadlines with consistency and accuracy.
- Exceptional oral, written and interpersonal skills.
- Professionalism and the ability to quickly gain the respect of all communities, both internal and external.
- Proven ability to balance big picture issues with solid management practices.
- Flexibility to lead and adapt to new and changing environments.
- Ability to work independently and collaboratively.

SUPERVISORY DUTIES

The Vice President of Grant Programs and Health Policy directly supervises program staff and independent contractors.

REPORTING RELATIONSHIP

The Vice President of Grant Programs and Health Policy reports directly to the Foundation President.