



## **Program Officer**

### **Position Overview**

The mission of Moses Taylor Foundation is to improve the health of people in Northeastern Pennsylvania. The Program Officer is responsible for managing our Community Needs responsive grantmaking portfolio, which focuses on responding to the health needs in our 11-county region. As a place-based funder, we prioritize responding quickly and meaningfully to emerging needs that arise in our community, while also maintaining a critical role in strengthening the safety net of health and human service providers in Northeastern Pennsylvania.

The Program Officer oversees the processing of grant requests within the priority areas of primary healthcare, mental health and behavioral health, dental care and oral health, healthcare workforce, and human services as named in our 2019-2023 strategic plan. This position also provides support to the team as needed in other funding areas, which currently include capacity building, school-based health, and reducing older adult isolation.

The ideal candidate will embody the Foundation's values, which are integral to the organization's culture and decision-making:

- Honor our history by operating with compassion, respect, and dignity
- Ethics, integrity, and trust
- Stewardship, transparency, and accountability
- Courage, open-mindedness, and diversity
- Informed decision-making and fairness

### **Key Responsibilities**

- Identify and cultivate new grantees by providing personalized guidance to prospective applicants via phone calls, emails, or in-person meetings (the Foundation currently conducts four grant cycles per year for requests greater than \$20,000, with rolling applications for requests \$20,000 or less)
- Complete due diligence process including evaluating the feasibility of grant proposals and organizational capacity to achieve proposed objectives
- Lead staff review of proposals to obtain additional input and perspectives
- Present comprehensive and well-reasoned written and oral grant recommendations to the Foundation's Program and Grants Committee (and full Board upon request)
- Provide ongoing management and support of active grants in the Community Needs grantmaking portfolio, ensuring compliance with grant requirements and encouraging partner success
- Analyze data, progress reports, and grantee feedback to support internal learning and future decision-making



- Facilitate discussion among grantees and other key stakeholders to advance impact through knowledge sharing, networking, and learning opportunities
- Create, implement, and maintain effective grants management processes with a commitment to maximizing the grantee experience
- Serve as administrator for the Foundation's grants management system, developing and implementing workflows, templates, coding requirements, and reporting
- Work closely with the Operations and Grants Manager throughout the grant management lifecycle to ensure compliance with legal, financial, and Foundation-specific requirements; and to support applicants and grantees in use of the online grants portal
- Stay current on local community needs and new developments/best practices in the broader field of philanthropy
- Assess and mitigate reputational and operational risks with individual grants and across the assigned portfolio
- Represent the Foundation at professional meetings and in the community (with nonprofit organizations, service recipients, government officials, and other key stakeholders)

### **Qualifications**

The successful candidate will be an outstanding strategic thinker with a natural ability to work independently and in collaboration with diverse internal and external partners. The Foundation seeks a professional who has:

- Substantive and demonstrated knowledge of Northeastern Pennsylvania, particularly within the nonprofit community in assigned areas of focus
- Bachelor's degree or equivalent professional and life experience
- Strong record of achievement with a minimum of five years in the nonprofit or public sector
- Cultural competence and interpersonal skills to work collaboratively with diverse constituencies to build trust and achieve common goals, both internally and externally
- Excellent organizational skills with keen attention to detail, ability to handle multiple projects simultaneously, and accomplish tasks on a deadline
- Inherent curiosity with a love of learning and communicating
- Exceptional analysis, research, and writing skills including ability to produce succinct and informative communications (both oral and written)
- Proficiency in Microsoft Office Suite
- Experience with grants management systems (the Foundation currently uses Blackbaud) or demonstrated technological savvy and ability to quickly master new software
- Must live and be able to travel within the Foundation's 11-county service region, including a minimum of two days per week onsite in the Foundation's Scranton-based office



### **Compensation and Work Environment**

- The salary range for this position is \$72,000-\$85,000, depending on qualifications.
- The Foundation offers a comprehensive benefits package including paid time off, holidays, health insurance, and retirement plan.
- Moses Taylor Foundation is currently in a hybrid work environment with headquarters in downtown Scranton, PA.

### **Moses Taylor Foundation's Equal Opportunity Statement**

Moses Taylor Foundation embraces diversity and seeks to provide an environment characterized by respect and inclusion. Equal employment opportunity is a fundamental principle at the Foundation, where employment is determined based on job-related qualifications and ability to perform a job without regard to race, ethnicity, religion, age, sex, sexual orientation, gender identification, marital status, national origin, disability, veteran status, or any other characteristic protected by law. This policy of equal employment opportunity applies to all policies and procedures related to recruitment and hiring, working conditions, compensation, placement or promotion, benefits, termination, and all other terms and conditions of employment.

### **Application Process**

To apply, email a confidential resume along with a one-paragraph statement describing why you are a good fit to be our next Program Officer (do not submit a cover letter) to [HR@mosestaylorfoundation.org](mailto:HR@mosestaylorfoundation.org).

The deadline to submit your resume and accompanying paragraph is **January 15, 2023**. The Foundation encourages all qualified applicants to apply.

### **About Moses Taylor Foundation**

Moses Taylor Foundation is a private foundation dedicated to building healthy communities and providing opportunities for people in Northeastern Pennsylvania to lead healthier lives. The Foundation was endowed in 2012 with the net proceeds from the sale of the Moses Taylor Health Care System to Community Health Systems of Franklin, TN. Since its formation, the Foundation has grown to support approximately \$4 million in annual grantmaking throughout its 11-county service area of Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Wayne, and Wyoming Counties. For more information, visit [www.mosestaylorfoundation.org](http://www.mosestaylorfoundation.org).