

Welborn Baptist Foundation, Inc.
Healthy Communities Program Officer
Job Description

Title: Healthy Communities Program Officer
Reports to: Chief Program and Impact Officer
Supervises: HEAL Staff
Classification: Exempt, Full-Time

Our Vision

Communities Flourishing with the well-being, abundance, and peace that God desires.
Isaiah 65:17-25

Our Mission & Values

Cultivating communities that flourish - with faith, stewardship, equity, collaboration, innovation, learning, and impact.

Our Primary Impact Strategies

Surface & Scale Model Programming • Build Capacity • Foster Collaboration • Measure & Share Progress

POSITION PURPOSE:

The Healthy Communities Program Officer (HCPO) works to maximize impactful social change by cultivating environments and opportunities for cooperative, collaborative, and collective multi-sector pursuits. With a weighted emphasis on health and Social Determinants of Health (SDOH) the HCPO will engage and connect to the community holistically to grow our understanding of the inter-related and complex issues affecting the health and well-being of our community, with the goal of advancing disruptive and best-practice strategies/tactics to maximize sustainable impact through policy, systems and environmental change.

The HCPO Officer is responsible for the oversight of all aspects of the Foundation's Healthy Eating and Active Living (HEAL) efforts which includes presenting the evidence-base, directing the grantmaking and RFP process, and maintaining alignment of grantee partners activities with the Foundation's HEAL Path to Impact. This position will also direct efforts related to the Upgrade initiative (School as an example).

POSITION RESPONSIBILITIES:

Healthy Communities Officer Responsibilities:

- Commit to and promote the Foundation's mission, vision and core values in all work responsibilities including decision-making, conduct and relationships.
- Through ongoing outreach efforts (nationally, regionally and locally), stay connected to relevant research, trends, emerging issues and innovations in HEAL strategy implementation and cross sector collaboration.
- Applying best practices, provide Communications Officer with the strategic direction for implementation and continued growth of the Upgrade initiative.
- Provide research, best practices and presentations for the Talent 2025 Health Index Workstream process.

- Serve as the Foundation's key representative and content expert for the Healthy Communities Partnership (HCP).
- Identify potential connections between the Foundation's Community Impact priorities to maximize funding.
- Represent the Foundation at local, regional, state and national meetings/trainings/conferences related to the HEAL impact area and/or SDOH.
- Provide guidance, expertise and technical assistance to community partners serving in a support role to the HCP.
- Serve on community committees and workgroups that are relevant to the Foundation's HEAL objectives and the SDOH.
- Plan, develop, monitor and evaluate an annual budget for area of responsibility.

Program Officer Responsibilities:

- Develop an informed understanding of the community impact area, evidence-based approaches and the key community organizations to engage.
- Proactively identify and cultivate promising grant-making opportunities, including fielding inquiries and conducting grant consultations/site visits with potential applicants.
- Oversee the request for proposals (RFP) process for HEAL grants.
- Manage the grant application review process including developing funding recommendations.
- During grant cycles, review applicant evaluation and capacity building needs with community impact team.
- Work with Learning and Impact Officer to ensure each grant incorporates meaningful outcome measures and standardized metrics.
- Maintain helpful and supportive relationships/partnerships with all grantees to include technical assistance, meetings, site visits, and oversight of progress reporting.
- Identify and facilitate opportunities for collaboration between grantees to maximize funding and other resources to accelerate overall progress.
- Serve as the liaison between external consultants and the Foundation's interests when appropriate.
- Work with the Communications Officer to coordinate social media presence, media relations and opportunities to ensure proper media attention.

Leadership Responsibilities:

- Sets clear goals and expectations for direct reports, tracks progress against goals, provides meaningful feedback and addresses performance issues promptly.
- Coaches direct reports to expand their capabilities through delegation, work assignments, information sharing and learning opportunities.
- Constantly seeks to advance the Foundation through new opportunities, effective strategic planning and aligning program goals with Foundation initiatives.
- Gains support from others for ideas, proposals, projects and solutions through influential leadership.

QUALIFICATIONS:**Education & Experience Minimum Requirements:**

- Master's degree in Public Health, or closely related area.
- Minimum of 5-years' experience in a grant-making organization and/or related nonprofit professional experience.
- Preferred experience would include 5+ years of progressively responsible Public Health project management experience, preferably in the area of preventable risk factors and the SDOH including the built environment and food system.

Skill Requirements:

- Proficiency in Microsoft applications, including Word, Excel, Outlook, Project and PowerPoint.

Competency Requirements:

- Excellent organizational, project management, and time management skills, with the ability to successfully handle multiple priorities simultaneously.
- Self-motivated and proactive.
- Ability to exercise independent judgment and initiative.
- Excellent verbal, interpersonal, written and listening skills with ability to effectively communicate to a variety of audiences.
- Ability to collaborate and effectively participate in a multidisciplinary team environment.
- Excellent service ethics, including effective interactions, responsiveness and follow-through.
- Commitment to learning and continuous improvement.

Given that a significant amount of the Foundation's work is with Christian faith-based organizations, an active understanding of the area's faith community dynamics is helpful.

TRAVEL:

Travel within the fourteen-county service area of the Foundation will be required. Occasional travel for other job-related needs can be expected.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities and responsibilities that are required of the employee for this job. The position purpose, responsibilities and activities may change at any time with or without notice.

SIGNATURES:

This job description has been approved by:

Executive Director/CEO _____ Date _____
(Signature)

The employee signature below constitutes the employee's understanding of the purpose and responsibilities of the position.

Employee _____ Date _____
(Signature)