Hospital Partnerships Manager (Program Officer)
The Roots & Wings Foundation

OVERVIEW

About the position
The Roots & Wings Foundation is looking for a Hospital Partnerships Manager (aka Program Officer) to help shape our growing foundation. This position will help make a positive impact on the lives of thousands of people living in under-resourced communities. The person filling this role will be a key staff member, working directly with the Executive Director, Health Partnerships Manager, and Grants & Impact Manager to develop the funding strategies and manage our Hospital grants portfolio. Other main duties include building community partnerships, supporting our grantee partners beyond the check, and ensuring best practices in trust-based philanthropy.

About the foundation
Roots & Wings is a family foundation headquartered in Seattle, Washington. To help children grow strong from the roots up, the foundation supports nonprofit organizations helping low-income children and families reach their full potential. Since launching in 2020, the foundation has donated $134 million in grants to organizations working in healthcare, early learning, basic needs, and safety & justice. The foundation currently supports more than 260 grantee partners. We value the expertise of our partners and work to reduce the burden that foundations have traditionally imposed on grantee partners.

About the candidate
A strong candidate for this position will have management experience in maternal or early child health through work at a clinic, nonprofit, or foundation. A strong candidate will also have excellent interpersonal skills and a passion for social impact. We encourage applications from candidates with a wide range of experiences and backgrounds, especially those with lived experience and from groups historically underrepresented in philanthropy.

KEY RESPONSIBILITIES

Community Engagement
- Stay current on the foundation’s issue areas and monitor relevant public policy and advocacy news
- Manage existing relationships with key community partners, stakeholders, and other funders, while continuing to grow the foundation’s network
- Publicly represent the foundation’s Hospital related work, including as a spokesperson when needed, and as a member of funding and community collaboratives

Grantmaking Program
- Manage our Hospital grants portfolio, currently comprised of 20 rural hospitals and 28 community hospitals and health systems
- Fund hospital efforts to support early brain development from prenatal through three years old
• Share early brain development resources with partners
• Monitor trends and opportunities in the field to identify promising programs, initiatives, and other grantmaking opportunities
• Respond to inquiries from potential grantee partners
• Make funding recommendations that align with the foundation’s goals
• Work with the team to strengthen the foundation’s strategy and increase its impact
• Keep current on best practices in trust-based philanthropy

Grantee Partnerships
• Build relationships with our grantee partners to better understand and support their work
• Be accessible and responsive to our grantee partners; solicit feedback and adapt accordingly
• Find ways to support our grantee partners beyond the grant

Organization Support
• Provide reports and support to the Executive Director and Board
• Work proactively to improve our grantmaking process and to maintain a great organization

QUALIFICATIONS
• Bachelor’s degree or greater
• 3+ years of experience in maternal or early child health through work at a clinic, nonprofit, or foundation
• 5+ years of professional and leadership experience in nonprofits, philanthropy, or related fields
• Experience working with hospitals or health care systems is a plus
• Enthusiasm for joining a growing organization and ability to thrive in a small, dynamic team environment
• Value diversity of thought, backgrounds and perspectives
• Ability to apply creative and critical thinking to complex issues
• Excellent relationship building skills, including leading through listening
• Ability to travel locally and nationally 10%

Location: Seattle, WA (office-based job; some work may be done remotely)

Employment Type: Exempt, Full-Time (or option of Part-Time at 32 hours a week)

Compensation: Salary range: $136,000 - $204,000 for Full-Time; salary offer will be based on experience

Benefits: 100% employer paid insurance for health, dental, and vision (includes dependents); optional supplemental insurance, paid holidays, paid time off, paid family leave, retirement contributions, employee gift matching, professional development opportunities, and paid sabbaticals

To Apply: Email resume and cover letter to info@rootswings.org with subject line ‘Hospital Partnerships Manager’ by 5:00pm PST on January 11, 2024