



Do you want have a positive impact on the community? The Phoenixville Community Health Foundation (www.pchf1.org) is looking for our next Program Officer to assist our small staff in meeting our mission to improve the health and quality of life for people in the greater Phoenixville region. We do this by increasing equitable access to quality health and human services and promoting healthy communities through grantmaking and collaboration with health, civic, business, nonprofit, and community partners. The Program Officer will 1) work collectively with the Board of Directors and staff on the Foundation's grantmaking, 2) direct its capacity building and other programs, 3) collaborate with the community to develop and implement solutions to ongoing and emerging health and wellbeing challenges, and 4) oversee the Foundation's communications. We employ a trust-based approach to philanthropy that emphasizes the development and nurturing of relationships with our nonprofits and wider community. This full-time position reports to the President & CEO.

Key Responsibilities

Grantmaking

- Administers, in collaboration with the staff, the Foundation's annual grant cycle including reviewing grant applications, conducting due diligence, writing recommendations for the Board of Directors, monitoring progress of grants, conducting learning visits, and reviewing grant reports
- Responds to inquiries and requests for feedback, prepares and sends grant award letters, grant agreements, and other related correspondence
- Manages and administers mini grants and the Youth & Philanthropy program
- Manages the online grants portal, including creating grant applications and review forms and working collaboratively with the Director of Finance and Operations on reporting
- Stays up to date on philanthropic and nonprofit trends

Programs

- Develops curriculum and identifies expert speakers, facilitators, and trainers for capacity building workshops and other offerings for area nonprofits
- Directs scholarship programs and Champion of the Community award, including soliciting applications, recruiting selection committee, facilitating the decision-making process, and corresponding with stakeholders and nominees
- Conducts research with a wide variety of stakeholders to identify potential capacity building needs of the region's nonprofit community

Community Relations

- Plans and manages, in collaboration with the Office Manager, periodic events and convenings

- Represents Foundation at community meetings and events locally and regionally which may include some evenings and weekends
- Engages the community when health and wellbeing challenges arise, and strategically and collaboratively develops strategies to eliminate or mitigate those challenges

Communications

- Develops and executes the Foundation's communications strategy
- Creates and disseminates content via the website, social media, newsletter, and other platforms, consistent with the Foundation's voice and brand
- Updates website frequently with dynamic content
- Monitors and evaluates the effectiveness of user engagement on Foundation's website and social media platforms and makes recommendations for improvement
- Stays up to date on social media best practices and trends and identifies new communications channels and opportunities

Qualifications and Attributes

- Bachelor's degree or higher, or 7-10 years of equivalent and relevant work experience
- Knowledge of nonprofits, health and human service field, and greater Phoenixville area
- Previous grantmaking experience a plus, but not required
- Previous experience developing curriculum and directing capacity building programs preferred
- Previous experience with data collection, analysis, and reporting preferred
- Demonstrated ability to take a project from idea stage through execution
- Proven ability to think strategically and analytically
- Comfortable with complexity and ambiguity
- Adept at building strong, trusting relationships with racially, ethnically, and socioeconomically diverse communities; community organizing experience a plus
- Proficiency in Spanish or additional languages other than English preferred
- Good communication skills including listening, conducting presentations, and excellent writing skills; experience managing multiple social media platforms
- Highly detail-focused and results-oriented, with excellent organizational, planning, and implementation skills
- Sense of curiosity and willingness to ask difficult questions and challenge assumptions
- Able to have difficult conversations with tact and diplomacy
- Able to work independently with minimal supervision at times and as part of a team
- Able to complete multiple projects on deadline and maintain a sense of humor
- A learning mindset with a deep commitment for continuous improvement, adaptive learning, and growth
- Proficient using Microsoft Office products; experience with Foundant or other grantmaking software experience a plus
- Sound judgement, a strong ethical core, and able to maintain confidentiality

The salary for this position ranges from \$90,000 – \$105,000, depending upon experience. The Foundation offers a comprehensive benefit plan that includes health, dental, and vision care; a retirement plan with an opportunity for matching contributions; and holidays and paid time off. Our Foundation is committed to the growth and development of our employees in a highly collaborative, creative, and high-performing work environment.

To Apply

Submit a cover letter and resume to pchfl@pchfl.org. Applications will be accepted until the position is filled. An initial phone or virtual interview will be conducted with those applicants under consideration. A writing sample may be requested. All applicants will be notified of their status.

The Phoenixville Community Health Foundation is committed to the principle and philosophy of equal opportunity for all regardless of race, creed, color, religion, gender or gender expression, sexual orientation, nationality, marital status, age, veteran or military status, familial status, disability, and any other characteristic protected by law. People of color and those with diverse backgrounds are encouraged to apply.