

POSITION ANNOUNCEMENT

HEALTH PROGRAM OFFICER, BAY AREA

Location: San Francisco (*Temporarily Remote*)

Reports To: Director of Health

Apply By: June 4, 2021

ABOUT STUPSKI FOUNDATION

Stupski Foundation is a private spend down foundation investing all of our assets by 2029 to make the greatest possible change in our communities today.

The Foundation primarily funds organizations in San Francisco and Alameda Counties and Hawai'i that address food security, postsecondary success, and health, specifically maximizing early brain development and improving serious illness care. We are engaging community partners in decision-making through the end of our spend down. We honor our grantee partners' expertise and lived experiences, recognizing that they know what solutions work best for their communities. Internally, the Foundation is committed to fostering a diverse, equitable, and inclusive culture and seeks candidates who can help the Foundation live into this aspiration.

ABOUT THIS OPPORTUNITY

Stupski Foundation's health portfolio focuses on two critical areas:

- **Serious Illness Care (SIC)**—*Everyone living with a serious illness should be able to live their highest quality of life for as long as possible:* Patients with serious illnesses report alarming levels of physical, emotional, and spiritual suffering. One in four patients nationwide experienced unmet needs for pain, half suffered from a lack of emotional support, and almost two 2 in 3 had spiritual or religious concerns. By 2029, the Foundation pledges to ensure patients receive care that reduces unnecessary suffering and respects their wishes. Current strategies in the Bay Area include building comprehensive serious illness programs in local health systems, providing palliative care in all settings, capturing and honoring patients' care preferences, providing family caregiver support, connecting patients to the social services they need, and tailoring these approaches to meet the needs of people who are underserved.
- **Early Brain Development (EBD)**—*Every child, regardless of income, should have an equal opportunity to thrive:* The early years of a child's life establish the foundation for all aspects of their development. Yet, one-third of children from birth to age 3 in San Francisco and Alameda Counties are part of families struggling to make ends meet and are more likely to experience health, behavior, and learning challenges. By 2029, the Foundation commits to ensure that children have the integrated health and social services that will help them thrive. In the Bay Area, we have worked with pediatric clinics to connect families to the social services they need, recognize and treat toxic stress, and promote holistic child development.

It is within that context that the Foundation is looking for a collaborative, inquisitive, and equity-centered professional to work with our fast-paced, innovative, and growing team. Reporting to the Director of Health, the Health Program Officer, Bay Area will assist in the implementation of the Foundation's health strategies in San Francisco and Alameda Counties with an annual community investment of approximately \$2 million to \$3 million. The Health Program Officer, Bay Area will help facilitate an effective workflow with the Health team currently comprised of the Director and soon to be rounded out by this position and a Health Program Officer, Hawai'i, who will be based in Hawai'i with local knowledge and connections.

The Health Program Officer, Bay Area will be primarily focused on the SIC portfolio, with an opportunity to also learn and support the team's work in EBD. The work in SIC involves partnering with local stakeholders, including health systems, community- and faith-based organizations, academic institutions, government, and payers. Critical tasks include monitoring grantmaking and developing relationships with a range of diverse partners.

With guidance from the Director, the Program Officer will be instrumental in continuing to operationalize the Foundation's local grantmaking strategies and helping further refine our giving approach. Above all, the Program Officer will apply their passion for social change, ability to engage with complex health stakeholders in the Bay Area, research and analytical capabilities, and unique experience to advance the Foundation's mission and ambitious strategies through 2029.

Key responsibilities for the Program Officer include:

- Interacting and forging trusted relationships with Foundation staff, consultants, and the board of directors
- Designing inclusive processes to invite grant ideas and working with potential grantees to maximize the impact of grant proposals
- Developing trusted relationships with a portfolio of SIC grantees in the Bay Area to identify how we can help them achieve their goals and how our approaches can be adapted based on their experience and insight
- Revising our grantmaking approach on an ongoing basis, in collaboration with the Director and team and in line with findings from grantees and other data to maximize impact
- Capturing grantee results, insights, and learnings; drawing out implications; and fine-tuning strategies in collaboration with the Director and team
- Facilitating and supporting relationship development and collaboration among key stakeholders, including grantees, funding partners, policymakers, and more, to increase collective impact
- Supporting the Director in building relationships with key stakeholders and funders to create coalitions that can sustain impact beyond the Foundation's existence (up to 10–15% travel may be required, when safe/advisable to do so)

A successful Program Officer will be an adaptable, trustworthy, and relationship-oriented leader committed to learning and growth and possessing the following competencies and qualifications:

Core Competencies

- Seeks opportunities for continuous learning and growth for themselves and grantees
- Listens with an open mind and a deep commitment to respecting diverse viewpoints
- Is able to facilitate authentic, productive conversations with anyone, no matter the level or circumstance, and work with and gain grantees' trust in a way that neutralizes any perceived power imbalance
- Has strong written and verbal communication skills and can adapt to deliver verbal presentations in multiple settings with multiple audiences and diverse stakeholders
- Has an ability to turn data into actionable insight and develop recommendations for strategic shifts
- Capable of juggling multiple priorities, effectively delegating, and delivering timely results with clear team communication
- Has a demonstrated commitment to equity, personally and/or professionally

Key Qualifications

- Minimum of 3–5 years of relevant experience working to advance health, ideally SIC, in social-sector and/or health care environments such as safety net institutions, community-based organizations, government agencies, or philanthropic organizations
- Familiarity with SIC stakeholders and issues in the Bay Area; existing relationships a plus
- Understands the social safety net and challenges of accessing its resources, either by professional and/or lived experience
- Can quickly absorb, analyze, and share implications of large amounts of information, including research, data, community input, and grantee reports
- Ability to grasp, translate, and operationalize big ideas into operational goals and plans that meet the needs of the Foundation, partners, and communities
- Solid grants and/or data management experience via Salesforce or similar systems preferred
- Demonstrated history of centering the needs of BIPOC (Black, Indigenous, and people of color) communities when creating strategies or programs
- Has a bachelor's degree in a relevant field *or* work experience in excess of the minimum requirement; an advanced degree is a plus

Compensation

The salary range for this position is \$150,000–\$175,000, commensurate with qualifications and experience, and includes a comprehensive benefits package.

ABOUT THE APPLICATION PROCESS

Stupski Foundation is partnering with Walker and Associates Consulting—a BIPOC and woman-owned and woman-led strategic management consulting and search firm located in Alameda County—to facilitate this search. To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to stupski@walkeraac.com on or before 5:00 p.m. PT on Friday, June 4, 2021, noting the following additional instructions:

- Use the subject line: Health Program Officer, Bay Area.
- To foster an open and impartial application review process that minimizes the potential for bias, please remove any reference to academic institutions from which you obtained any degree, if applicable. You should still list any degrees without reference to the school; just simply list the type of degree conferred, for example: “Bachelor of Arts in Economics.”
- Submit Microsoft Word or PDF files only (one combined PDF file is preferred).

Questions? Contact Jeannine Walker, Walker and Associates Consulting, jwalker@walkeraac.com.

Stupski Foundation strives to foster a diverse, equitable, and inclusive culture focused on continuous learning and welcomes individuals with work and lived experiences in the issue areas and communities we seek to serve. The Foundation embraces and supports people of every race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will company.

