

## POSITION ANNOUNCEMENT

### HEALTH PROGRAM OFFICER, HAWAI'I

**Location:** Hawai'i (Remote; On O'ahu or neighbor islands and open to inter-island travel)

**Reports To:** Director of Health

**Apply By:** June 4, 2021

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### 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. The Foundation is 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:

- **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, statewide, [nearly half](#) of families with children are in poverty or slightly above it, at risk of sliding backwards with the loss of employment or a household crisis. By 2029, the Foundation commits to ensure that children have the integrated health and social services that will help them thrive. In Hawai'i, Stupski invests in organizations that focus on early brain development for children across the islands. Through ongoing collaboration with community partners and the Hawai'i Community Foundation, the team is learning about ways to support solutions made by communities for Hawai'i's keiki and their caregivers.
- **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 4 patients nationwide experienced unmet needs for pain, half suffered from a lack of emotional support, and almost two in three had spiritual or religious concerns. By 2029, the Foundation pledges to ensure patients receive care that reduces unnecessary suffering and respects their wishes. In Hawai'i, Stupski invests in organizations aligned with our focus areas. The team is developing specific Hawai'i strategies and investments in collaboration with the Hawai'i Community Foundation and other partners across the islands.

It is within that context that the Foundation is looking for a collaborative, inquisitive, and equity-centered professional to work with its fast-paced, innovative, and growing team. Reporting to the Director of Health, the Health Program Officer, Hawai'i will assist in the implementation of the Foundation's health strategies across the islands with an annual community investment of approximately \$1.5 million. The Health Program Officer, Hawai'i 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, Bay Area, who will be based in the Bay Area with knowledge and connections in San Francisco and/or Alameda County.

The Health Program Officer, Hawai'i will split their time between the EBD and SIC portfolios as needs require. The work involves partnering with local health systems and community clinics to build integrated services for the people we are trying to serve, supported by investments to ensure that these will be paid for in the long term. Community-based organizations, government, academic institutions, and insurance providers may also have a role in our strategy. Critical tasks include monitoring grantmaking and developing relationships with a range of diverse partners.

With guidance from the Director, the Program Officer will have the opportunity to tailor the initial strategies developed with assistance from the Hawai'i Community Foundation according to the Program Officer's experience and partners' results to have the most impact possible. Above all, the Program Officer will apply their passion for social change, ability to engage with complex health stakeholders across Hawai'i, 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 grantees in Hawai'i 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 30% travel—mainly inter-island with some travel to the Bay Area—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 EBD, in social-sector and/or health care environments such as safety net institutions, community-based organizations, government agencies, or philanthropic organizations
- Familiarity with EBD stakeholders and issues in Hawai'i; 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
- Demonstrated history of centering the needs of BIPOC (Black, Indigenous, and people of color) communities, with a particular emphasis on Native Hawaiian, Pacific Islander, immigrant, refugee, and other local Hawaiian communities, when creating strategies or programs and/or when grantmaking
- Has a bachelor's degree in a relevant field *or* work experience in excess of the minimum requirement; an advanced degree is a plus
- Solid grants and/or data management experience via Salesforce or similar systems preferred

### **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](mailto:stupski@walkeraac.com) on or before 5:00 p.m. HST on Friday, June 4, 2021, noting the following additional instructions:

- Use the subject line: Health Program Officer, Hawai‘i.
- 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](mailto: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.*



(Photo courtesy of Kōkua Kalihi Valley)