



## PROGRAM OFFICER – Wellness

### *Position Description*

**Primary Purpose:** Utilizing a strategic and holistic approach, the Program Officer Wellness oversees and facilitates all community impact efforts and grantmaking activities within the Wellness funding pillar portfolio.

#### **Major Job Responsibilities:**

##### Program management

- In consultation with the Executive Director, fully buildout and implement the Wellness funding pillar focus area, utilizing all possible tools available to maximize the foundation's available funds and impact.
- Oversee and direct grantmaking in the Wellness funding pillar, advancing the foundation's interests as defined through community engagement efforts.
- Identify opportunities for funding through ongoing community interaction, one-on-one efforts, and follow-up on requests and inquires that come directly to the foundation.
- Design and support evaluation efforts within the Wellness pillar to develop and complete a regular and meaningful impact report.
- Convene grantees when deemed appropriate to learn and/or advance program goals.
- Working with the Executive Director, develop and implement an annual program budget.

##### Community Engagement and Partnerships

- Design and implement a regular community engagement and feedback process to help inform and guide the work, working the Advisory Board as appropriate.
- Seek out and participate in community meetings/events, conferences, existing groups, and funder collaboratives related to your job responsibilities that inform and promote the foundation's philanthropic interests.
- As deemed necessary and appropriate, seek out opportunities to engage other funders and raise funds from other philanthropic sources to support the work in this funding area.
- Build relationships with other foundations, government officials, community leaders, business owners, philanthropy membership groups, and the like in order to advance Wellness interests on the East Side.

##### Analysis and Due Diligence

- Perform necessary due diligence on all requests for funding and prepare written analysis and recommendations for Board of Director consideration in accordance with established protocols. Assess the financial health of organizations requesting funding by reviewing all appropriate financial documents. Follow up as needed.
- Build consistent relationships and stay in regular contact with all grantees and stakeholders to ascertain impact information; assess whether proposed results have been met as aligned with the foundation's stated funding strategies.
- Make reports and presentations to the Advisory Board (meets quarterly) and Board of Directors (meets three times per year) as needed and requested.

#### **Ancillary Job Responsibilities**

- Respectfully represent the foundation within the community and the larger philanthropic sector, which may include public speaking or presentations.

- Work with the Executive Director to design learning opportunities for the Board of Directors to further their knowledge around issues and matters of concern to the foundation.
- Work with the Executive Director to explore and take advantage of opportunities to share our work to a larger audience through blog posts, workshop presentations, panel discussions, and the like.
- Participate in all foundation sponsored learning activities.
- Work with the Executive Director to prepare for all meetings with the Board of Directors and Advisory Board.
- Conduct special research projects as assigned.
- Design or participate in professional development activities to enhance and grow skills and competencies appropriate to the work responsibilities.
- Participate in foundation communication activities including developing web content, writing blog posts, written reports, capturing foundation learning, etc.
- Other duties and special projects as needed to support and enhance the work of the foundation.

***Desired Skills and Experience***

- A minimum of 3-5 years of work experience in positions that align with the job functions of this position.
- A college degree or comparable work experience.
- Knowledge of wellness, both as an individual goal and a community-wide effort.
- Ability to listen and learn from a multitude of voices working on wellness issues on the East Side of Saint Paul, while continually fine-tuning funding strategies.
- Knowledge of or lived experience of the East Side of Saint Paul.
- Ability to successfully build relationships and partnerships.
- Ability to analyze and understand financial statements and reports.
- Critical thinking skills.
- A strategic mindset.
- Excellent analytical writing skills, while also being concise and precise.
- Ability to manage multiple responsibilities at once, prioritizing as needed to successfully complete the work.
- Self-motivation, flexibility and humility.

***Reports to:*** Executive Director

***Work Environment:*** The foundation currently maintains a physical office on the East Side but utilizes a hybrid work environment. This person is expected to spend time in the community, meeting with grantees and stakeholders and participating in community activities. The amount of time spent in the office versus remote work continues to evolve.

***Employment Classification:*** Half-time exempt

***Compensation:*** \$35,000 to \$45,000 annually plus benefits, PTO and retirement match.

*Rooted Philanthropic is deeply committed to equity in all of its practices. We strongly encourage Persons of Color, women, LGBTQIA+, and people with disabilities to apply. It is the policy of Rooted Philanthropic to provide equal employment opportunities to all qualified persons and to recruit, hire, train, promote, and compensate persons in all jobs without regard for race, color, religion, sex, national origin, age, disability, or sexual orientation.*