



PROGRAM OFFICER

Spokane, WA

About Empire Health Foundation

Empire Health Foundation, a 501(c)(3) nonprofit foundation, was founded in 2008 through the sale of Deaconess Hospital and Valley Medical Center. We believe health is a fundamental human right and boldly advance health equity in eastern Washington. Through a collaborative approach to philanthropy, we center community voice, knowledge, and experience in our actions. We prioritize deep relationships with our communities, confronting systems of poverty and racism, while pursuing innovative solutions to improve health and quality of life.

Our core values of community, integrity, trust, compassion, and unconditional love guide our work. We address equity by investing in sustainable systems change that results in healthier, more vibrant communities for all.

Empire Health Foundation now invites applications for a Program Officer to join its team.

Job Summary

The Program Officer will be an active participant within an Empire Health Foundation (EHF) team who is committed to a holistic understanding that true health comes from within communities, from thriving families, strong social networks, and from a deeper kind of healing. This healing must address historical injustices and persistent inequities that lead to substantial and sustainable change that draws from cultural strengths of the communities we serve.

As members of the Program Team, we engage in centering our work around the needs of the unique communities within EHF's service area of seven counties and three Tribal Nations in eastern Washington. We are committed to holding space for communities to imagine the lives they want together, connect to see and be seen in ways that change us, reflect communities' strength as they do their work, hold power responsible as communities rise up, and link moments of possibility with community action. As team members of EHF, we listen deeply, build connections, work to transform barriers, lift up opportunities, and work to increase momentum in communities towards true healing.

The Program Officer is a thought partner in our shared work which often includes managing programs and projects, including budget management, guidance, innovation, strategic planning, and authority. Program Officer grantmaking responsibilities start with development of relationships in our unique communities, understanding the gaps, wants or needs the community is voicing, researching the resources available or to be leveraged, acting as a trusted partner, and standing alongside the community(s) in their effort towards health and healing.

Essential Job Functions

- Build and enhance relationships with community partners and external funders, holding space for idea generation, strategic planning, and creative solution-making.
- Evaluate grant proposals, conduct background research, and prepare proposals for funding, grant tracking and post-grant evaluations.
- In collaboration with the program team, manage the implementation of priorities for assigned portfolio areas through a combination of grantmaking and community engagement, while serving as a primary partner and point of contact for grantees and other collaborators.
- Produce strategy memos, briefs, reports and presentations in a variety of formats to engage a broad range of constituents (e.g. board members, community leaders, grantees, allied funders).
- Lead and inspire teams of staff, consultants and community partners (grant recipients) in effectively supporting the priorities of a portfolio.
- Initiate and manage research and community outreach that supports the Foundation's planning and grantmaking strategies.
- Assist with the development and successful use of the EHF grants management system, including training co-workers and committee members.
- Work collaboratively as a thought partner with other staff to identify and develop cross-portfolio strategies and support broader program team efforts.
- Contribute one's own ideas, perspectives and lived experiences to the emerging culture of the Foundation.
- Represent the Foundation to a diverse range of partners including grantees, community leaders, business leaders, government officials, affinity groups and collaborators.
- Responsible for oversight of additional programs, projects and duties as assigned.

Qualifications

Work Experience

- At least seven years of leadership experience in the public or nonprofit sector, preferably in a capacity that involves deep partnerships with place-or identity-based communities and experience leading programs or initiatives related to racial justice.
- Experience as a grant-maker, funder or nonprofit fundraiser with working knowledge of the sector and operating structure of different types of nonprofit organizations.

Skills & Abilities

- A deep commitment to equity and social justice, and strong alignment with the Foundation's organizational mission and values.
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally and geographically diverse people and communities.
- Knowledge of, or a strong desire to learn about, the needs of communities in eastern Washington who are most impacted by structural inequities.
- Excellent project management and organizational skills with demonstrated success managing multiple projects and priorities in a team-based environment.



- Demonstrated success collaborating with Black, Indigenous, Latinx and other People of Color, Tribes, LGBTQIA2S+ and rural disadvantaged communities.
- An understanding of the foundational role that racism, ableism, sexism and other forms of bias and oppression play in perpetuating inequity.
- Humility and curiosity, and an understanding of how these qualities are connected to success in this role.
- Demonstrated capacity for self-reflection.
- Strong verbal, non-verbal and written communication skills combined with the ability to listen deeply and authentically.
- Ability to participate in meetings and events outside of core business hours.

Starting Salary

\$69,496 - \$81,760

To Apply

Candidates may submit their cover letter and resume to Rebecca Johnston at rebeccaj@empirehealthfoundation.org.

EHF serves a diverse community and encourages applications from qualified individuals who reflect the growing diversity that enriches Spokane and the surrounding counties.

Empire Health Foundation is an EEO employer.