

## Harvard Pilgrim Health Care

POSITION	Foundation Grants	PREPARED BY:	Michael Devlin
TITLE:	Specialist		
DEPARTMENT:	Foundation	DATE:	May 2, 2012
DIVISION:	Community Service		
REPORTS TO:	Michael Devlin	HR DEPT.	
		APPROVAL:	

*For Compensation Use Only*

Exempt or Nonexempt

BAND: E2

JCN:

DATE:

COMP.  
APPROVAL:

DATE:

---

### **SUMMARY OF POSITION:**

Prevention has been at the heart of Harvard Pilgrim Health Care Foundation's commitment to healthy and strong communities. Across Maine, Massachusetts and New Hampshire, the Foundation has been actively engaged in supporting nonprofits working on childhood obesity prevention, through its *Growing Up Healthy* initiative, since the fall of 2007. The Foundation is now working on the next phase of the initiative over the coming three years through regional grantees and a smaller number of state-based grants in the region.

Under the direction of the Foundation's Senior Program Administrator, this position manages the administrative aspects of the Foundation's \$3 million dollar *Growing Up Healthy* childhood obesity prevention initiative as well as supports a number of critical administrative functions including the 9/11 Community Spirit Mini-Grant Program and more.

The primary duties of this position will be to provide the day-to-day management of *Growing Up Healthy*. Communicating with grantees on their ability to meet the impact and visibility requirements of their proposal as well as addressing their on-going needs is a major requirement. Seeking and applying for grant opportunities to leverage *Growing Up Healthy* and the work of our grantees is also important.

Critical administrative functions include oversight of the 9/11 Community Spirit Mini-Grant program which provides more than \$500,000 a year in employee-nominated grants of \$500 each to local organizations. Continuous quality improvement of this program in terms of visibility, process and uptake is essential. There are additional responsibilities monitoring Foundation-related projects as well.

### **ESSENTIAL FUNCTIONS:**

(55%) Under the direction of the Senior Program Administrator, this position is responsible for coordinating and managing the Foundation's *Growing Up Healthy* childhood obesity prevention initiative in Maine, Massachusetts and New Hampshire including:

- Relationship management with *Growing Up Healthy* grantees;
- Be a liaison between the contracted evaluation and public relations teams and staff;

- Provide research on *Growing Up Healthy* related topics, including relevant publications and meetings;
- Work with the Foundation's Communications Specialist to assist with all written materials and products related to *Growing Up Healthy*; and
- Provide planning and management expertise on the annual *Growing Up Healthy* grantee convening.

**(10%)** Research and prepare applications for funding to leverage the Foundation's programs and services.

**(35%)** Administer key duties of the Foundation such as:

- Lead and manage the quarterly employee grantmaking process to ensure full employee participation using all methods of communications;
- Monitor and report on progress of select sponsorship events and projects;
- Provide support to employee engagement events and activities as needed; and
- Other duties as assigned.

**DEPARTMENT SPECIFIC/NON-ESSENTIAL FUNCTIONS:**

1. Other duties as assigned with accommodation.

**MINIMUM REQUIREMENTS:**

<i>Education:</i>	Bachelor's degree, preferably with a specialization in public health, health management and/or communications.
<i>Experience:</i>	One to three years of grantmaking, budget and community-based experience.
<i>Preferred Skills/Qualifications:</i>	Ability to work with key stakeholders of <i>Growing Up Healthy</i> initiatives. Excellent project management skills and the ability to describe the work both verbally and in writing. Budget, communications, campaign and evaluation experience also helpful.
<i>Skills/Competencies:</i>	Excellent verbal and writing skills.
<i>Other Skills:</i>	Presentation skills and the ability to influence and negotiate with others. Proficiency with all MS Office tools desired.

**ORGANIZATIONAL RELATIONSHIPS/SCOPE:**

This position reports to the Foundation's Senior Program Administrator and works with other Foundation staff, HR representatives and HPHC employees at large.

**WORKING CONDITIONS:**

Fast-paced office environment in which there are many customers (employees, community-based agencies and internal departments are a few examples). A car is needed given the geographic reach of the Foundation (reimbursement is offered on a per mile basis).

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

*NOTE: Please attach current and proposed organizational charts to the job description.*