

# MICHIGAN HEALTH ENDOWMENT FUND

## OPENING: PROGRAM OFFICER, BEHAVIORAL HEALTH

*Salary range: \$110,000-\$115,000*

The Health Fund seeks a program officer to help develop, manage, and evaluate a portfolio of grants and initiatives through our Behavioral Health grantmaking program. The program officer will guide nonprofit organizations through the application process, from concept development through proposal submission and evaluation of results.

Serving as the primary connection between the Health Fund and grantees as well as prospective partners, the program officer will develop and maintain a variety of relationships throughout the state. In addition, the program officer will support the Health Fund's growing thought leadership by keeping up with emerging trends, activities, and changes within the behavioral health space.

This position will report to the Behavioral Health program director.

## RESPONSIBILITIES

### GRANTMAKING AND GRANTEE RELATIONS

- Review concept papers and proposals in the areas of mental health, substance use disorder, health services for foster and adopted children, and others, providing feedback to applicants and engaging with outside experts to evaluate proposals
- Conduct site visits with current and potential grantees
- Prepare recommendations and materials for the board of directors and grantmaking committee
- Complete administrative and financial reporting functions in Fluxx, our grants management system
- Help shape the strategic direction of the Behavioral Health program, and ensure activities are designed to support that direction
- Serve as a subject matter expert and reviewer of proposals in other Health Fund grant rounds

### OUTREACH AND COLLABORATION

- Maintain a strong professional network with organizations and leaders working in behavioral health
- Facilitate collaborative efforts and convenings around key topics and challenges
- Serve as an outside expert for other funders, providing feedback on grant proposals and participating in multi-funder collaboratives as appropriate
- Collaborate with staff and teams throughout the Health Fund to further advance the mission

### RESEARCH AND COMMUNICATIONS

- Stay up to date on promising models and best practices related to our focus areas, as well as relevant policies at the state and national levels
- Work with the Behavioral Health team to conduct research, update resources, and produce deliverables such as white papers, policy recommendations, blogs, etc., and participate in development of communications plans and timelines
- Serve as a subject matter expert, including by providing input on content for publications and promotional channels

## MONITORING AND EVALUATION

- Manage a portfolio of grants within the Behavioral Health program as well as related grants in other grant programs
- Review interim and final grant reports, following up on missing information or late submissions
- Proactively and collaboratively help grant partners solve and overcome obstacles
- Work with the Behavioral Health team and external contractors to assess outcomes, articulate impacts, and share insights
- Identify programs and projects that should be considered for replication.

## SKILLS

- Experience in and passion for work that supports behavioral health, health services for foster and adopted children, health care workforce, integrated care, health equity, and access; passionate about the Health Fund's broader mission to improve the health of Michigan residents
- Excellent interpersonal skills and experience taking a collaborative approach with both colleagues and peers
- Strong professional network including organizations and subject matter experts in behavioral health
- Strong analytical skills that can be applied successfully to reviewing, conducting due diligence, and making recommendations on grant proposals as well as identifying opportunities for leveraging relationships, resources, and ideas for more effective or efficient outcomes
- Track record of successfully managing multiple priorities and completing tasks efficiently and accurately
- Demonstrated ability to work with people at various levels in their careers and from various backgrounds
- Able to maintain a knowledge base and stay on top of field developments
- Proven excellent written and verbal communication skills
- A high degree of personal integrity, sound judgment, tact, and discretion

## QUALIFICATIONS

- Must have valid Michigan driver's license and reliable transportation. Position requires regular travel throughout Michigan, including periodic overnight travel to attend conferences, events related to foundations, and other events specific to behavioral health work. Air travel will be required.
- 5-7 years of relevant and applicable experience required
- Proficiency with Microsoft Word, Outlook, Excel, and PowerPoint
- Bachelor's degree required; master's preferred

## TO APPLY

Please send your cover letter and resume to Julie Skubik at [julie@mihealthfund.org](mailto:julie@mihealthfund.org).

The Health Fund encourages everyone to apply. We value diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics.

This position will be hybrid, with both in office and remote working. It will be based in either the Lansing or Brighton office with requirements to travel to the other office and throughout Michigan.