



FOUNDATION FOR  
**COMMUNITY  
HEALTH**

# Program Lead

## Position Announcement

### Full-time

#### Organization Summary

Foundation for Community Health (FCH) is seeking a community-oriented, enthusiastic, self-motivated individual to join its team as Program Lead.

The Program Lead plays a significant role in achieving the mission and vision of the foundation. Our vision is that all aspects of our community support the underlying conditions required for health, well-being, and equity. Adopted in 2021, [FCH's strategic framework](#) is focused on strengthening local non-profit organizations and networks, improving and expanding local community assets, and supporting local decision-making through better community engagement and information on the conditions influencing health. Through our planning process the foundation also committed to practicing [Trust-Based Philanthropy](#), a practice first developed by The Whitman Institute. Our commitment to a trust-based approach is integral to how we develop our relationships, design operations, and carry out all aspects of our work. FCH serves a rural region which is comprised of 17 small towns located in the northwest corner of Connecticut and in the greater Harlem Valley of New York. Our region has a population of less than 55,000.

FCH operates from a strong commitment to equity, diversity, and inclusion in everything that we do. It is not only the right thing to do – we couldn't make an impact without the diverse perspectives and experiences of our team and partners. We expect all employees at FCH to contribute by developing their unique perspective and talent, and to challenge conventional wisdom through evidence and reason, and by amplifying marginalized voices.

FCH is an equal opportunity employer and is compliant with all federal and state laws concerning discrimination and as such candidates of *all* backgrounds are encouraged to apply.

#### Position Summary

The Program Lead's core responsibilities are to carry out the day-to-day functions of grantmaking, which begins with cultivating and maintaining relationships with grantee partners, community partners, and other important stakeholders. Other key responsibilities include fielding inquiries; reviewing, evaluating and, at times, developing grant proposals with existing and prospective grantee partners. The Program Lead is also responsible for developing and maintaining grant contracts, conducting due diligence, tracking grant activities, and maintaining FCH's online grants management system (Foundant GLM). The

Program Lead will also develop reports and ways of sharing information and trends about FCH grants and activities.

The Program Lead needs to have a strong interest in learning and in keeping current on health issues of importance to the foundation through literature review, maintaining contact with social and professional communities, and participating in relevant conferences. The Program Lead works directly under the guidance of FCH's Director of Programs & Learning.

### **Education, Experience, and Skills**

The ideal candidate would be a highly motivated, curious, and intuitive individual who enjoys meeting and working with a wide variety of people, programs, and organizations and who has the ability to see opportunities in people, programs and/or organizations that are aligned with the foundation's interests.

**Education &/or Experience:** Bachelor's degree in public health, health education, public policy, or related field, or can demonstrate strong work experience in a related field. Experience in philanthropy or the non-profit sector in relationship management, program administration and development preferred.

**Program Development & Implementation Experience:** Demonstrated critical thinking and problem-solving skills. Ability to organize, coordinate, and prioritize tasks. The ability to think creatively and strategically about the broad goals of the foundation while remaining focused on the detail-oriented work and follow-through required by the position.

**Interpersonal & Communication Skills:** Strong interpersonal and collaboration skills; proven ability to be adaptive in a team-oriented approach with diverse stakeholders. Strong written and oral communication skills. Ability to listen deeply and communicate clearly. Comfortable giving constructive feedback.

**Technical Skills:** Proficient in Microsoft Office WORD, EXCEL, and PowerPoint and a willingness to learn FCH's grants management system (Foundant GLM).

### **To Apply**

Email [info@fchealth.org](mailto:info@fchealth.org) with your resume and tell us more about yourself in a format that conveys your skills and passions. This can be in the form of a cover letter, or an essay, or another medium of your choice. You should include in this communication answers to the following questions: how our mission and values resonate with you personally and what do you find interesting, challenging, or exciting about this role. Writing samples are also welcome, but not required.

Please include 'Program Lead' in your email subject line. Also please let us know if you have pronouns and method of communication. Applicants who go on to interview with us will also be asked to provide references. This position will remain open until filled.

## Hiring Process

A hiring team comprised of FCH staff will lead the process and participate in first and second round interviews. Interview questions will be shared with applicants ahead of interviews. FCH is committed to the full inclusion of all qualified individuals and will provide support and reasonable accommodations to candidates in any way that assures everyone's best experience in the hiring process. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, please contact our Operations Lead at [cathy@fchealth.org](mailto:cathy@fchealth.org).

## Position Specifics

**Reports to:** FCH Director of Programs & Learning but works closely with all members of the FCH team.

**Work Location:** 478 Cornwall Bridge Rd, Sharon, CT. Hybrid work is negotiable.

**Anticipated Start:** June 2023.

**Salary Range:** \$70,000 - \$75,000 depending on experience.

### Benefits:

- Paid Time off: Vacation, Parental leave, and Sick Time.
- Retirement plan which includes 7% of salary contribution made by FCH.
- Life Insurance & Long-term Disability Insurance.
- Annual contribution (\$8,650 in 2023) to a Qualified Small Employer Health Reimbursement Account (QSEHRA) which can be used toward health insurance premiums and expenses.