



Sunflower Foundation
HEALTH CARE FOR KANSANS

Job Description:

Program Officer: Health Care Systems and Integrated Care

Reporting Relationship:

President and CEO

Summary of Position:

The program officer is a key member of the foundation's staff, working with the president/CEO, staff, and the members of the Board of Trustees to successfully develop, organize and implement initiatives that result in achieving the foundation's mission and vision. Responsibilities include developing and implementing programmatic priorities, developing an advisory board, designing effective grantmaking strategies and developing meaningful evaluation plans; reviewing grant applications, conducting site visits and preparing written funding recommendations; providing technical assistance to applicants and grantees; managing internal grantmaking processes, procedures and systems; and developing strong relationships with local not-for-profit organizations, community leaders, relevant state agency staffs, health care professionals and their professional organizations, advocates and other funders.

Qualifications:

- Minimum education at the Master's degree level in a health or healthcare-related field (Nursing, Allied Health Professions, Public Health, Clinical Psychology, Clinical Pharmacy, Social Work, Philanthropy or related field) is required.
- A minimum of three year's experience working in a health care delivery system, public health, a nonprofit organization or a grantmaking organization is required. Preference is for training and experience in an integrated primary medical and behavioral health setting. Experience working in Kansas is a plus.
- Excellence in communication, both orally and written, is required.
- Training and/or demonstrated proficiency in project management, project planning, organizing, analyzing and presenting information, reaching conclusions and developing recommendations.
- Good judgment, common sense and maturity, with an ability to identify and address organizational needs, make decisions, develop and justify recommendations, resolve

conflicts and be responsive. A good understanding of primary care and behavioral health care delivery models and familiarity with the literature and current state of innovation regarding the integration of behavioral health and mental health services with primary care.

Primary Responsibilities:

- Work with the president/CEO, staff and consultants to develop an overarching work plan for the Integrated Care Initiative that includes all of the various activities, organizational infrastructure, committees, deliverables, staffing and resources needed over short term (1-3 years) and longer term (3+ years). Beyond the Integrated Care Initiative, bring dynamic, novel ideas that expand the foundation's effectiveness and growth forward for consideration by the president/CEO and Board of Trustees.
- Work proactively to engage communities and local organizations, providers, advocates and patients in a collaborative way by traveling and speaking in venues across the state.
- Continuously monitor national and state policy that specifically impacts the Integrated Care Initiative as well as more generally impacts health systems changes relevant to the delivery of healthcare (especially to vulnerable Kansans) using a variety of resources (e.g., consultants/experts, web-based listserves, attendance at national meetings).
- Ensure that promising/best practices are introduced or used where appropriate.
- Review submitted proposals, select and present the most promising for staff discussion and recommendation to the Board of Trustees.
- Design and execute program monitoring process for grants and special projects; assure that all pre-grant and open grant management requirements are met, including review of progress and expenditure reports, as needed.
- Arrange for technical assistance for grants and oversee any related contract work.
- Conceptualize and, with input from the president/CEO and consultants, plan "Learning Community" activities for grantees.
- Ensure that a meaningful evaluation plan is in place and coordinate annual and final evaluation of all Integrated Care grants and related program activities.
- Working with the president/CEO, staff and consultants, develop and coordinate a plan of policy advocacy to support integrated care sustainability and other plans that encourage healthcare systems improvement that impact vulnerable Kansans.
- Provide story ideas, share news of grantee successes and collaborate with staff to promote strategic communications of the work of the foundation.
- Pursue opportunities to promote Sunflower's mission and strategic initiatives through such methods as policy development, convening, and collaborating with other key organizations.

Secondary Responsibilities:

- Keep current on health issues of importance to the foundation by literature review, contact with social and professional communities and participating in relevant conferences.

- Provide topic-specific reports as requested by the president/CEO concerning current and/or proposed program areas.
- Conduct site visits with grantees to enhance communication, project understanding and the ability to assess outcomes.
- Assume a share of office functions which require “all hands on deck,” such as major mailings, set-up for functions and hosting groups.
- Assist with the communication of information to policymakers, target communities, professional and lay providers of health care services, other funders and the general community.
- Represent the foundation locally and nationally with philanthropic and other professional organizations.
- Perform all other duties as assigned.

Personal Qualities:

- Smart, high-energy, self-motivating and self-confident person, who thinks strategically and has wide-ranging curiosity about and a deep interest in current health and health care issues.
- Ability to establish and maintain effective working relationships with a wide range of individuals from across the state, region and nation.
- Ability to work as a team member in a small group, collegial environment where differing viewpoints and give and take are expected and encouraged.
- 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.
- The ability to play an effective leadership role in integrative care and in the national foundation community as well.
- Dress, personal hygiene, demeanor and language must be impeccable.
- Ability to work creatively with grant applicants and recipients, and with colleagues in the community, state and nationally.
- A sense of humor and a constructive, positive outlook.

Qualified candidates may submit a cover letter and resume to Cheryl Bean at cbean@sunflowerfoundation.org by June 3, 2015. All inquiries will be kept confidential.

The Sunflower Foundation is an equal opportunity employer. The mission of the foundation is to serve as a catalyst for improving the health of Kansans, which it supports through a program of grants and related activities. Further details about the foundation are available at SunflowerFoundation.org.