

The Healthcare Foundation of New Jersey Program Officer

Job Description

October 2025

The Healthcare Foundation of New Jersey (HFNJ) is an independent, endowed grant-making organization dedicated to reducing disparities in the delivery of healthcare and to promoting the infusion of compassion and humanism into our healthcare system. HFNJ works to improve access to quality healthcare for vulnerable populations in the greater Newark, NJ area and the Jewish community of Greater MetroWest NJ.

The Healthcare Foundation of New Jersey seeks to seed new initiatives, identify and expand existing healthcare programs, promote clinical programs to positively impact its targeted communities, and engage in partnerships to foster its goals.

Key characteristics of working at The Healthcare Foundation of New Jersey include a commitment to: ***excellence, teamwork, accountability and professionalism.***

Title: **Program Officer (PO)**

Reports to: Executive Director/CEO

Job Scope: The Program officer reviews, evaluates, and recommends appropriate grantmaking actions to the Executive Director/CEO and Board of Trustees. The Program Officer provides management assistance and guidance to the staff on grant awards as requested and directed by the Executive Director/CEO.

Key Job Responsibilities

Grantmaking and Reporting

-Review, evaluate, and perform due diligence on new or ongoing grant applications as assigned.

-Make programmatic and funding recommendations on grant applications.

-Prepare grant presentation materials and grant summaries for presentation to the board.

-Liaise with the Executive Assistant to schedule grantee presentations or site visits, disseminate site visit information, and communicate with Board members about upcoming site visits/grant presentations.

- Present written and oral grantmaking recommendations at Grant Evaluation Committee and board meetings and prepare grants information for board/grant communications including board summaries, contract language, RFPs, etc.
- Provide technical assistance to grantees on program design including budgets, logic models, programmatic goals and objectives, and evaluation plans as necessary to support them through the grants process.
- Guide grantees through the grantmaking process to prepare them for presentations to leadership/trustees. Support implementation by working with grantees as necessary, i.e. project/budget adaptations, strategy, leveraging partnerships, renewal guidance, etc.
- Respond to requests from potential grantees for information from potential grantees.
- Review and approve for submission to the Executive Director/CEO grant reports including interim and final reports.
- Special projects: Create new grant-making opportunities, including Requests for Proposals, and special targeted initiatives.
- Strategically convene grantees to share learning and strengthen impact; develop special projects and address emerging issues.
- With guidance from the Executive Director/CEO, conduct outreach to the community to solicit grant applications from qualified not-for-profit organizations in the Greater MetroWest Jewish community and Newark and its environs.
- Support the development of grantmaking strategies and guidelines.

Leadership Support

- Provide guidance and oversight to staff/interns on grants or project related matters.
- Work closely with the Executive Director/CEO on grant presentations, community site visits and other grants related board communications.
- With the direction of the Executive Director/CEO engage in development of humanism events.
- Staff task forces and committees as requested by the Executive Director/CEO.
- Support/advise Community Outreach and Grants Administrator Manager and Chief Financial Officer in monitoring the progress of grants and inform grants reporting and budget approval for grantees.

Ongoing Learning and External Relations

- Maintain a breadth of knowledge including research about current trends, emerging issues, innovations, policy interventions, and local initiatives in the program areas of focus to enhance the effectiveness of program strategy and understanding of the staff and trustees.
- Research and understand health practices, health innovations and community-based program models to inform responsible grantmaking recommendations.
- Maintain current understanding of needs of populations served by HFNJ pursuant to HFNJ's mission and current priorities.
- Ensure knowledge about federal, state, and local healthcare issues and institutions.
- Build and establish strategic relationships with philanthropic colleagues, nonprofit organizations and private sector partners to inform the work of HFNJ.
- As approved by the Executive Director/CEO, present HFNJ's work at workshops, conferences, and other convenings.
- Participate in professional development workshops to maintain knowledge and mastery of trends and strategies in healthcare and healthcare philanthropy.
- Attend pertinent learning opportunities through funder/health affinity groups including Grantmakers in Health, Council of New Jersey Grantmakers, and others.
- Represent HFNJ in a positive and professional manner.

Board Relations

- Create and nurture positive relationships with trustees.
- Provide ongoing information and support to trustees.
- With guidance from the Executive Director/CEO, support, inform and advise trustees in their grantmaking role.

Meeting Attendance

-Quarterly board meetings including Grants Evaluation Committees and board meetings.

-Weekly team meetings.

-Grant site presentations.

-Site visits as required.

-Special events or other meetings as required.

-Community, stakeholder, and funders' meetings.

The ideal candidate will possess the following qualifications:

- A bachelor's degree in public health, social work, or a related field. An advanced degree (e.g., MSW, MPA) is highly preferred.

- Proven experience (at least 5 years) in grant management roles, preferably within the nonprofit sector or a private foundation.

- Strong knowledge of human services and non-management sector.

- Excellent understanding of health care trends and experience working with community partners including outstanding engagement skills and diplomacy when working with stakeholders.

- Strong writing and oral presentations skills and ability to present complex material in a succinct and clear manner.

- Exceptional track record of working well with diverse stakeholders including professionals and lay leadership.

-Ability to manage multiple projects simultaneously and present deliverables within assigned time frames.

- Strong analytical and problem-solving abilities, with keen attention to detail.

- High ethical standards and a commitment to transparency and accountability

For further information or to apply for this position, please send a brief cover letter, including salary requirements, and resume to Michael Schmidt, Executive Director/CEO at mschmidt@hfnj.org

The Healthcare Foundation of New Jersey is an Equal Opportunity Employer.