Job Announcement
Program Officer
Andy Hill Cancer Research Endowment Fund

Job Title: Program Officer
Status: Full-Time (36 hr work week)
Reports To: CARE Fund Deputy Director
Starting Salary Range: $80K-$90K, DOE/DOQ
Program: CARE Fund Program Operations
Classification: Exempt

ABOUT THE ANDY HILL CARE FUND AND EVERGREEN SOCIAL IMPACT

The Andy Hill Cancer Research Endowment (CARE) Fund was created in 2015 and works to promote and invest in cancer research to improve the quality of life for the people of Washington. The Fund’s objectives are to optimize the use of public funds to prioritize research with the greatest potential to improve health outcomes; leverage our state’s cancer research facilities, talent, clinical and therapeutic resources; and positively impact our economy through requiring matching funds, creating jobs, encouraging investments, and advancing our biotech, medical device, and health care information technology industries.

CARE Fund grantees have contributed to peer-reviewed research publications, leveraged CARE Fund grants for significant additional investments, and run research labs and programs supporting dozens of jobs.

Grantmaking criteria are set by the Board of Directors. Future program directions will take into consideration and may prioritize the following:

• Research in areas where Washington’s research community has distinct insights and capabilities to make progress on the issue.
• Research that relates to areas of cancer research that lack sufficient external funding and is of particular relevance to Washington residents (e.g., rural health, disproportionate incidence by cancer type, hotspots of cancer incidence, environmental risk, farmworker health, indigenous health).
• Research that addresses cancer incidence, access, and outcomes disparities.
• Collaborative and cross-disciplinary cancer research projects.

The CARE Fund is a growing organization, staffed by a small high-performing team of individuals who are committed to excellence in their work, mutual support, and work/life balance, and to improving the quality of life for the people of Washington through cancer research. The CARE Fund operates in a flexible and fully remote environment that prioritizes inclusivity, collaboration, building authentic partnerships, and advancing the Fund’s mission. The team has a passion for science and health equity, analytical thinking, and good humor.
For more details about the CARE Fund, please visit our website.

Evergreen Social Impact (ESI) is the Program Administrator and employer for the CARE Fund. A nonprofit fiscal sponsor organization, ESI was founded in 2021 and provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions and public/private partnership entities. ESI can act as a long-term administrative home or as a ‘nonprofit incubator’ for new entities that are in start-up mode. By providing an administrative and operations hub, ESI supports sponsored projects so they can focus on their missions and build their capacity.

POSITION SUMMARY

Under the direction of the CARE Fund Deputy Director and working in collaboration with the Director of Program Design & Evaluation and the Senior Program Officer, the Program Officer will plan, develop, and implement CARE Fund grant programs and special projects as part of the CARE Fund’s strategy to advance cancer research and improve cancer care access throughout Washington State. Responsibilities include managing a grants portfolio; administration of grant cycle processes, including development of new grant funding opportunities; collecting, analyzing, and reporting key data; and collaboration with community partners.

This is a regular staff position with full benefits. This is a remote (non-office-based) position. Washington State residence is required upon hire.

ESSENTIAL RESPONSIBILITIES

• Manage the life cycle of grant process from pre-award to grant closeout for assigned grant programs, including but not limited to:
  o Developing requests for proposals (RFPs).
  o Creating grant applications and reporting templates.
  o Facilitating external scientific peer review of applications.
  o Executing award agreements.
  o Tracking fulfillment of state matching funds requirements and other contracted deliverables through performance-based grant agreements in compliance with the CARE Fund statute. This includes tracking, monitoring, and evaluating grantee progress reports and ensuring reporting compliance.
  o Closing out grants and evaluating post-award close-out reports.
  o Maintaining grantmaking records in Foundant (grantmaking database).
• Populate and maintain dashboards and other tracking tools for grants data.
• Create and maintain documents; build, maintain and improve systems.
• Work collaboratively with other members of the CARE Fund team to deliver on organizational commitments and strategies.
Provide support to the Board of Directors’ Standing Committee on Grants and other committees as assigned, including assembling meeting packets, and following up on specific requests from the Committee (as assigned).

Attend meetings (online or in-person) as requested, take concise minutes and notes, and identify action items.

Represent the CARE Fund to grantees.

Research and recommend opportunities for co-funding and partnership.

Support planning and execution of grantee gatherings and events to promote cancer research.

Support the CARE Fund’s collaborative work with philanthropic, governmental, and community-based partners through participation in workgroups and attendance at conferences, as requested.

Work in a collaborative and supportive team to serve the CARE Fund’s mission and impact and ensure consistency across programs.

Monitor compliance with all contractual and statutory requirements, as well as applicable state guidelines and requirements.

Other duties as assigned.

**DESIRED QUALIFICATIONS**

- Experience with, and/or commitment to racial equity, social justice, and cultural humility.
- A demonstrated track record in successful project and program management.
- Demonstrated experience building, maintaining and improving grant making systems is highly desirable.
- Passion for and understanding of the CARE Fund’s grant and priority areas. Understanding of health disparities in cancer research and outcomes is a plus.
- A minimum of three years of progressively responsible, management-level experience in program or policy positions within the philanthropic, private, public and/or nonprofit sectors.
- Prior experience in successfully administering grant programs in a philanthropic, governmental or research environment is strongly preferred. Understanding scientific peer-review processes is a plus.
- Exceptional analytical skills and high attention to detail, with a high degree of comfort and skill in tracking, managing, and analyzing data.
- Ability to multi-task with efficiency and agility.
- Strong problem-solving skills, including the ability to gather and process relevant information, contextualize data, assess root causes, and generate possible solutions.
- Flexible approach to work and ability to manage ambiguity in the work environment.
- Ability to listen deeply and communicate proactively, clearly, transparently, and diplomatically; excellent and professional oral and written communication and presentation skills are required.
- Ability to work with grantees in a supportive and collaborative manner, to encourage optimal engagement in progress and outcomes.
• Proficiency with Microsoft Office suite (Outlook, Excel, Word, PowerPoint, SharePoint). Ability to use grants management software (Foundant or equivalent). Experience with database solutions is a plus.
• Bachelor’s degree in science-related field, or public policy, public administration, nonprofit management, or related field, or the equivalent combination of education and experience, is required; master’s degree or equivalent is a plus.

OTHER REQUIREMENTS

• Must be a resident of Washington State upon hire.
• Must be able to pass a Washington State and national criminal history check.
• Must have access to a source of transportation for occasional travel in Washington State.

COMPENSATION AND BENEFITS

The starting salary for this position is $80K to $90K per year, depending on qualifications and experience. Employees are eligible for discretionary performance bonuses of up to 5% of base pay annually after one year of employment. Benefits include medical/dental insurance (100% employer-paid for employee and eligible dependents); life/long-term disability/short-term disability insurance; a 401K retirement plan with generous nonelective employer contribution; and generous paid time off including sick leave, holidays, and vacation. See our website for more details about ESI employee benefits.

EMPLOYMENT POLICY

Evergreen Social Impact is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status.

HOW TO APPLY

Send resume and cover letter, in a single PDF document, to careers@evergreensocialimpact.org with “CARE Fund Program Officer” and candidate name in the subject line. Due to security concerns, documents submitted in Word or other formats will not be accepted.

Position is open until filled; priority consideration will be given to applications received by November 3, 2023. We are unable to respond to telephone inquiries about this position.