All applications should be submitted online. Go to https://www.tbf.org/who-we-are/careers and select “Senior Program Officer, Health and Wellness” to complete our online application process. Diversity candidates are strongly encouraged to apply. Equal Opportunity Employer.

**Job Description**

**Title:** Senior Program Officer, Health and Wellness  
**Department:** Programs  
**Reports To:** Associate Vice President for Education to Career  
**FLSA Classification:** Exempt  
**FTE:** 1  
**Supervises:** 1 Associate

**Position Summary:**  
The Senior Program Officer, Health and Wellness supports the implementation and evaluation of the Foundation’s Health & Wellness strategy area which strives to lower rates of overweight and obesity in Boston and Massachusetts, as well as correct the imbalance between health care spending and investments in health by reducing health care costs through a greater focus on prevention.

This position will work closely with the Associate Vice President for Education to Career to implement and manage the current Health Impact area strategies, including project management of strategic initiatives, and will also help to identify potential directions for future strategic work. This role requires strong project and operational management skills. As a critical member of the Education to Career team, the Senior Program Officer should also have strong collaboration skills, and will work closely with other members of the team to leverage Foundation efforts that can support the healthy development of children, beginning at birth.

This is a two year appointment, with the opportunity to become permanent at the end of two years.

**Essential Functions:**

- Leads the implementation and evaluation of strategies and investments in the Foundation’s Health & Wellness program area including:
  - Health and Social Environments – Incorporate health into decision-making across sectors and policy areas. Support systemic initiatives that take health beyond the confines of hospitals to reduce disparities and lower costs;
  - Youth Physical Activity - Ensure daily, required, quality physical activity for all public school students in Greater Boston by funding school-based programs, expanding partnerships, and commissioning research on program effectiveness;

- Supports the implementation of the Early Childhood work and collaborates closely with the Early Childhood Program Officer and the Associate Vice President for Education to Career to
strengthen pediatric practices, including prenatal/neonatal care practices that are proven to reduce obesity during early childhood, and strengthen pediatric parent engagement.

- Supports the Health Starts at Home initiative that explores the intersection of health and housing stabilization, and participates in interdisciplinary collaborations within the Program Department and across the organization;
- Executes all functions pertaining to the role of Senior Program Officer, including strategy implementation, grant making, evaluation & assessment, board reporting and initiative management;
- Looks for opportunities to connect the Foundation’s physical activity work, and partnerships with local nonprofits with the work of the Boston Public Schools, in ways that promote healthy child development helps to integrate and leverage the Foundation’s strategies;
- Forges partnerships and collaborations to generate, oversee and leverage investment opportunities for the Foundation’s grant making and community change efforts;
- Utilizes research, knowledge and stakeholder relationships to improve health outcomes, influence systems change, and advance relevant public policies;
- Utilizes strategic written and oral communications to advance the Foundation’s goals, participate in and present at local and national forums, and convenings of key stakeholders;
- Participates in grant proposal review and recommendation process in collaboration with Foundation colleagues;
- Supervises other staff and consultants associated with the Initiatives and grantmaking; and
- Complies with administrative requirements of the Foundation and participate in other TBF activities as needed.

Other Duties and Responsibilities:
- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:
- 8-10 years of relevant work experience required; Master’s degree or equivalent preferred
- Deep connection to and knowledge of public health systems and local Greater Boston communities
- Knowledge of early childhood health in the state and federal policy context and funding systems is preferred, but not required

Skills, Abilities, Competencies:
- Deep knowledge of health and wellness issues, familiarity with players and organizations in the field and a thorough understanding of how the social determinants of health affect healthy human development, especially for low-income urban residents;
- Strong communication and collaboration skills, including an interest and ability to partner across fields of study, disciplines, and sectors;
- Skills include project management, strategy implementation, financial analyses and budgeting, and impact assessment/evaluation. Grantmaking and public policy experience is a plus;
- Exceptional interpersonal, writing and verbal communication skills, with the ability to interact well with a diverse range of people in order to serve as an external voice for the work of the Boston Foundation;
• Excellent analytical skills and strong problem-solving skills to think critically about health and wellness areas of intersection;
• Proven ability to manage multiple priorities and deadlines in a demanding environment.
• Demonstrated leadership and proven ability to lead a complex, cross-sector, multi-dimensional, results-oriented agenda;
• Demonstrated success managing teams, including the supervision and evaluation of staff and consultants;
• Understanding of and commitment to the Foundation’s mission;
• A participative work style and the ability to give and receive feedback; and
• Resourceful, a self-starter and able to work independently.

**Working Conditions & Physical Demands:**

• Ability to sit for long periods of time
• Ability to use a computer monitor and keyboard for long periods of time
• Ability to carry up to 25 pounds

_The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required._

_External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis._

_This job description is intended to be general and may be revised from time to time. At management’s discretion, the employee may be assigned different or additional duties from time to time._

_Revised 8-2019_