

Vice President, Program and Strategy

If you are a driven professional with a proven track record of success who is passionate about making a difference through your work, The John A. Hartford Foundation has a one-of-a-kind opportunity for you to be a part of the nation's leading philanthropy with a sustained interest in aging and health.

About Us

The John A. Hartford Foundation, based in New York City, is a private, nonpartisan philanthropy dedicated to improving the care of older adults. Established in 1929 by John and George Hartford, the founders of the Great Atlantic & Pacific Tea Company (also known as the A&P grocery stores), the Foundation is the nation's leading philanthropy with a sustained focus on aging and health.

The John A. Hartford Foundation has a distinguished history of investing in aging experts and practice innovations that transform how the care of older adults is delivered. We are committed to equitable care that both drives better health outcomes and lowers costs. In a rapidly evolving healthcare environment, our Foundation supports the spread of evidence-based models that can dramatically accelerate care improvement for older adults, which benefits all of us. **Our programmatic priority areas include creating age-friendly health systems, supporting family caregivers, and improving serious illness and end-of-life care.**

What Makes This Job Unique

We are seeking a team leader who is passionate about aging, who understand the importance of building relationships, and who will act both creatively and analytically to build strategic and impactful, lasting programs. The Vice President for Program and Strategy (VPPS) plays a critical role in shaping programs and policies that have national impact on millions of older adults and their family caregivers. The VPPS supports the President and is responsible for overall supervision of the Foundation's programmatic strategy and over \$25 million in annual grantmaking, which is regularly reported to the Board of Trustees. The VPPS is responsible for the direct supervision of program staff, working in close partnership with the President and current and prospective grantees to develop and implement funded initiatives.

The VPPS also plays a role in generating additional support for the Foundation's grants and programs through public presentations and response to occasional media and other inquiries about Foundation programs. The VPPS represents the Foundation at events and meetings and advocates widely on behalf of its programmatic interests.

The VPPS may work in partnership with the President and VP of Communications in the development of communications activities that support the Foundation's grantmaking and programs. This role is based at the Foundation's NYC office.

Essential Duties and Responsibilities

A. Program Strategy, Development, and Oversight

- Leads the ongoing development, implementation, and monitoring of the Foundation's programs; reviews program strategy and priorities and recommends changes to the President for Trustee consideration.
- Consults with external advisors and evaluators on significant policy, scientific, and programmatic issues; arranges and participates in meetings related to grant selection and program strategy; identifies and recommends advisors to the President and recommends advisor compensation.
- Reports on program-related matters to the President and Trustees and is accountable for progress against programmatic goals.
- Drafts, for the President's review and approval, recommendations to the Trustees regarding grants under the program strategy; presents recommendations at periodic Trustee meetings, sometimes in collaboration with grantees or external evaluators.

B. Grant Oversight and Management

- Works with program officers to monitor and document the progress of grants; reviews, approves, and responds to annual progress and expenditure reports.
- Manages and participates in periodic site visits to assess grant progress and reports findings to the President and Trustees.
- Recommends, for the President's approval:
 - grant payments;
 - grant closures;
 - appointment and compensation of expert consultants, as required by the program.
- Negotiates and approves substantive and budget-related grant modifications.

C. Calls for Proposals

- Drafts, for President and Trustee review and approval, calls for proposals and program-related investment materials.
- Oversees the development, issuance, and distribution of invitations for new initiatives and Special Projects as may be assigned by the President.

D. Grants Management and Administration

- Supports the Grants Management process by which proposals are logged, acknowledged, reviewed, and evaluated by Foundation staff and the President, including review of proposed budgets.
- In collaboration with the Grants Manager, prepares grant award letters for Presidential approval and signature and drafts correspondence declining support.
- Assists the President in managing programs, including arranging and traveling to on-site visits and monitoring grants through virtual site visits;

- Responds to inquiries from the general public regarding the Foundation's programs.

E. Leadership, Supervision, and General Support

- Assists the President in developing new initiatives through exploration of needs, trends, and program opportunities.
- Supervises 9 program staff members, ranging from senior to junior levels, and a senior program consultant.
- Conducts exploratory research and program development activities in areas of interest to the Foundation, as assigned by the President.
- Represents the Foundation in meetings, public presentations, and speaking engagements.
- Assists the President and Vice President of Communications in decisions related to press releases, the annual report, website content, and other communications concerning program activities.
- Assists in the preparation of program and related budgets.
- Collaborates with the Grants Manager and administrative staff in the day-to-day administration of the office.
- Maintains awareness of national and regional trends relevant to the Foundation's mission and interests.
- Supports staff professional development in consultation with the President.

Qualified Candidates Should Possess:

- Master's degree or above; substantial (10+ years) experience, preferably in multiple sectors (e.g. health systems, foundation, academic, service, government) relevant to Foundation's interests
- Clinical background strongly preferred; policy knowledge a plus
- Knowledge of health care and social services systems and other health-related foundation' activities
- Strong analytical and problem-solving skills, attention to detail, initiative and leadership abilities
- Talent to drive strategic initiatives and cultivate high-impact partnerships to advance organizational goals and amplify program reach
- Ability to work as part of a diverse, cross-functional team
- Polished presentation skills, both oral and written

Salary and Benefits:

The John A. Hartford Foundation offers a salary range of \$300,000 to \$330,000, commensurate with experience. Benefits include:

- Team- oriented environment
- Comprehensive medical and dental plans
- Disability and life insurance
- 401(k) with company Match
- Generous vacation plan and holiday schedule

How to Apply

To apply please submit the following to jobs@johnahartford.org:

- An updated resume
- A brief cover letter outlining your experience and interest in working for The John A. Hartford Foundation
- Please include your salary expectations in your application.

Please note: Employment offers are contingent upon successful completion of background verification. Due to the anticipated volume of applications, further contact by applicants is not permitted. No phone calls, please.

The John A. Hartford Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status or genetic information. The John A. Hartford Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs and activities. To request reasonable accommodation, please contact the HR Department at 484-357-2480.