

## Milbank Memorial Fund Position Description

Position: Program Officer  
Reports to: President

### Job Summary:

Facilitates the Milbank Memorial Fund's Reforming States Group (RSG) and leads its Emerging Leaders Program (ELP). Identifies and develops projects that advance the mission and success of the Fund. Works with Fund colleagues to coordinate and execute these Fund-sponsored activities. Ensures consistent program monitoring and evaluation. Conducts all these activities in a manner consistent with Fund's mission, values and strategic plan.

### Specific Responsibilities

RSG: Facilitates the work of the RSG, the core constituency of the Fund's state health policy work.

- Cultivates and maintains a bipartisan network of senior state health policy leaders from the executive and legislative branches.
- Plans and executes face-to-face meetings to build the network and disseminate evidence and experience to improve population health.
- Works with the Communications Director to plan and execute group and individual communications, relevant sections of the Milbank website, and other projects to build the network and disseminate evidence and experience to improve population health.
- Develops and implements RSG projects on state health policy on topics selected by the RSG's leadership committee.
- Fosters engagement among participants, including by providing targeted resources and encouraging participation on RSG projects and the use of other Fund resources to advance state health policy.
- Facilitates the work of the group's Steering Committee in overseeing and guiding RSG activities.
- Assesses RSG effectiveness and impact and, with the President, develops improvement plans.
- Works with the Vice President and Chief Operating Officer to develop annual budget and oversee related expenses.

ELP: Plans and manages this project for high-potential state health policy leaders.

- Sets overall goals and direction for program.
- With consultants, plans and executes the annual curriculum and program.
- Recruits and selects each year's class.
- Plans and executes face-to-face meetings, virtual meetings and communications in support of the development of leadership skills and the building of a network of state officials.

- Oversees the ELP mentor program designed to expand participant networks and provide professional guidance during the program year.
- Oversees evaluation of the program and Milbank Memorial Fund board engagement with it.

#### Other Project Work

- Works with President and other program staff to identify areas for work that further the Fund's strategic plan.
- For chosen areas, identifies constituents and develops projects – including goals, activities, evaluation criteria, and implementation plan. For each approved project, manages its execution including:
  - Maintaining an external advisory group to assist in project development;
  - Working with Fund staff to set up administrative arrangements, including contracts, award letters, budgets, etc.;
  - Collaborating with partner organizations, managing vendors and consultants;
  - Establishing a system to monitor progress of the project; and
  - Conducting evaluations based on input of constituents and collaborating with other program officers to improve quality of current and future projects.

#### For Selected Issues

- Develops deeper subject matter expertise.
- Develops collaborative relationships with other private funders working on the issue.
- Maintains external network of people working on the issue, including regular communications and group facilitation, goals identification and plans for achieving them, and performance measurement.
- Develops communities of practice among state health policymakers.
- Maintains content for relevant pages on website.

#### In collaboration with the Communications Director

- Identifies publication opportunities arising from funded activities.
- Assists in development of publications, including identifying writers, developing initial reports and reviewing drafts.
- Contributes own written work as appropriate.
- Identifies reviewers and conducts editorial review.
- Identifies target audience and develops and implements dissemination plan and collateral activities.

#### Team Relations and Administrative Functions

- With Vice President, maintains overview of current programming; provides inputs to annual budgeting process.
- Works collaboratively with other Fund staff to execute and help improve the quality of the Fund's work.
  - Looks for ways to improve impact of Fund
  - Offers constructive feedback
- Pitches in.

### Board Committees

- Staffs the Program and Evaluation Committee of the Board; work includes collaborating with committee chair on agendas to ensure committee fulfills its oversight function; identifying MMF projects for evaluation; writing reports of meetings; and developing an annual report on MMF projects.

### External Relations

- Cultivates relationships with stakeholders in the Fund's practitioner and research communities.
- Represents the Fund at meetings convened by partner organizations and other significant entities.
- Serves on committees and advisory groups convened by organizations with which the Fund has collaborative relationships.
- Helps identify and develop successful partnerships with collaborators.

Other duties as assigned.

### Experience and Skills

- Education: Master's degree in Management, Public Administration or health-related field.
- Work: At least five years progressive experience in public health or health care sector in a state government setting. Experience with both legislative and executive branches. Experience working with and leading senior public sector officials.
- Skills:
  - Commitment to the Fund's mission
  - Group organizing and facilitation
  - Ability to manage multiple projects
  - Ability to build strong, personal, working relationships with a variety of individuals and external constituencies
  - Excellent oral and written communication abilities
  - Intellectual curiosity
  - Ability to work well in small, team environment
  - Flexibility
  - Attention to detail

Strong preference for New York City-based. Normal office environment. Periods of travel required.

The Milbank Memorial Fund is an equal opportunity employer.

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