

**Delaware Community Foundation
Program Associate, Health Portfolio
Job Description**

Summary: The Program Associate, Health Portfolio is a member of the community impact team, working closely with the team to ensure resources invested in the community have maximum benefit toward improving quality of life. The Program Associate is responsible for supporting the programmatic activities of the DCF with a particular emphasis on grantmaking related to health outcomes, and including efforts to engage with the community as well as serve donors. This is a unique opportunity for a person who has a passion for service, demonstrated excellence in project management, and is excited to contribute creatively and strategically to the DCF's vision of expanding opportunity for all Delawareans. This position will report directly to the Vice President, Community Impact.

Each employee of the DCF is expected to embody and pursue the core values of the DCF including compassionate service, excellence, curiosity, integrity and honesty, passion for the work of the foundation, commitment to making a difference, and an appreciation for the joy of philanthropy.

Key Responsibilities:

- Manage the grant programs related to BluePrints for the Community and Healthy Communities Delaware (HCD).
- Meet with prospective grantees and assist them with their planning and applications, to ensure the highest quality of proposals.
- Manage each step of every grant cycle via the DCF's online grants management system – including building and collecting applications to compiling reviewers' scores to communicating with grantees about questions, follow-up deadlines and reports.
- Facilitate the BluePrints Advisory Council review and decision-making process.
- Provide regular reports and analysis to Highmark and HCD leadership related to grant impact and, upon request, other data and information collected.
- Coordinate enhanced marketing support and amplification for related grant programs, from application stage through grant award announcements and stories of grant impact (may include workshops, press releases and events, site visits, and other convenings).
- As needed, act as a representative of DCF's health-related work in the community.
- Help grow and sustain productive relationships with community leaders and organizations on behalf of the DCF, BluePrints and HCD.
- Assist in developing and implementing a strategy to most effectively facilitate connections among philanthropists and the community.

Responsibilities and priorities may be added or removed from time to time.