

Mat-Su Health Foundation

Director of Program Planning & Evaluation Job Description

The Foundation

Formed in 2003 from a merger between Valley Hospital Association and Triad Hospitals, Inc. in order to construct the new Mat-Su Regional Medical Center, Mat-Su Health Foundation (MSHF) retains roughly 25% ownership of the hospital; shares 50/50 governance of the state-of-the-art facility; and invests its share of the net revenues into charitable works. The MSHF's mission is to improve the health and wellness of Alaskans living in the Mat-Su Borough. MSHF provides financial support for well-managed 501(c)3 organizations offering services and practical solutions to significant chronic, health-related problems impacting Mat-Su citizens.

Position Summary

The Director of Program Planning & Evaluation supports the organization's mission, vision and values by exhibiting the following behaviors: excellent communication skills, leadership, honesty, integrity, innovation, flexibility, respect, commitment to our community, collaboration, critical thinking, accountability and ownership. Recognizing that creativity within a restraining structure is one key to high achievement in philanthropy, the Director guides the Foundation's program strategy to better enable the Foundation to assess the impact of its initiatives and determine whether it is succeeding in achieving its goals. Specifically, the Director steers the Foundation in strategic program choices within its focus areas to concentrate more resources on a narrower target over a longer period of time to increase the impact of Foundation spending and raise the odds of program impact. The Director leads strategic program planning processes that guide articulation of goals and benchmarks by which the goal's achievements may be ascertained to increase the Foundation's capacity to learn from its work. The Director analyzes and structures knowledge to generate insights and draw conclusions that allow the Foundation to refine its strategic grant making. Reporting to the Executive Director, the Director represents the Foundation within the strategic planning and evaluation field and handles tasks related to research, program planning, and evaluation, as well as other responsibilities as assigned by the Executive Director.

Responsibilities

Strategic Program Planning

- Works with the Board of Directors and subject matter experts to develop focus areas where maximum impact can be achieved
- Develops and monitors strategic grant activities associated with the Foundation's theory of change
- Keeps Executive Director apprised of progress on current initiatives, evaluation and potential proposals that complement the Foundation's theory of change
- Works with Program Officers to refine strategic grantmaking focus and achieve optimum benefit to the Foundation's mission
- Informs the work of Program Department to assure efficient processes that contribute to strategic grantmaking
- Leverages networking and collaborating opportunities with other funders, grantees and stakeholders to identify grant making opportunities
- Educates staff about strategic grantmaking and evaluation
- Develops and manages the program planning and evaluation budget within Foundation budget guidelines

Evaluation

- Assists the Board of Directors and administration in developing and reviewing a theory of change and logic model to meet the foundation's long term goals
- Directs evaluation projects related to the Foundation's theory of change
- Works with experts to design and implement a framework for ongoing evaluation to inform the strategic direction of the Foundation and measure progress against grant-making and operational goals
- Integrates evaluation with all of the Foundation's knowledge, learning, and communication processes and systems
- Represents the Foundation within the strategic planning and evaluation field
- Researches and stays current with strategic program planning and evaluation trends and best practices in the field
- Takes care of special projects as assigned

Competencies

- Strategic thinker
- Strong interpersonal skills, characterized by a facilitative style
- Excellent research, written and oral presentation skills
- Familiar with knowledge management tools and technologies; interest and faculty in learning new technologies
- Computer literacy in Microsoft Office

Position Qualifications

- Masters of Public Health or equivalent with at least four years of relevant work experience
- Demonstrated entrepreneurial/self-motivated conduct with excellent project management and organizational skills
- Knowledge of analysis and research, evaluation, performance management, and reporting techniques required
- Experience preparing and reviewing evaluation RFPs, selecting, and overseeing external consultants beneficial
- Ability to represent the Foundation and its mission with integrity and passion, while remaining objective in role