

# **Mat-Su Health Foundation**

## ***Program Associate Job Description***

### **The Foundation**

Formed in 2005 from a merger between Valley Hospital Association and Triad Hospitals, Inc. in order to construct the new Mat-Su Regional Medical Center, MSHF retains 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 Mat-Su Health Foundation's (MSHF) 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**

Reporting to the Program Officer, the Program Associate serves as the Foundation's liaison between grantees and program and finance staff. This person provides back-end grant management for all Foundation grant and scholarship programs and helps to design electronic and office workflows for grant management while performing duties in accordance with the policies and procedures of Mat-Su Health Foundation and regulatory agency standards. The Program Associate is often the first and primary contact for a large percentage of prospective grantees and must be committed to working with them and guiding them through the grant processing, compliance and reporting with the highest degree of professionalism. The Program Associate supports the organization's mission, vision and values by exhibiting the following behaviors: flexibility, profound gratitude, excellence, collaboration, compassion, respect, honesty, commitment to community, accountability and ownership.

### **Responsibilities**

- Assists in the day to day implementation of the Foundation's grant and scholarship programs complying with external regulations and internal procedures
  - Serves as primary point of contact for prospective and current grantees for information regarding MSHF, its guidelines, application process, reports, and payments
  - Assists in the preparation of grant review packages for the Grant Committee
  - Performs due diligence on prospective grantees to assure their compliance with U.S. legal requirements, Foundation procedures and policies
  - Maintains records of all inquiries, awards and declinations to meet legal, auditing and MSHF requirements
  - Coordinates and assists with grantee training opportunities
- Implements and maintains grants management software to follow Foundation's work processes while balancing the needs of the program, staffing and regulatory compliance; assures integrity of data
  - Trains staff and grantees on both grant procedures and grant management software
  - Creates electronic and paper grant files to meet legal, auditing and Foundation requirements
  - Monitors and tracks grants through entire electronic and operational processes from initial inquiries and awards to reporting schedules, final reports and compliance
  - Tracks payment schedules, payments made, grants balances, deposits and/or returns of payments
  - Researches and stays current with health-related back-end grant management trends and best practice
- Provides back-up office management and administrative duties in absence of Executive Assistant
- Undertakes special projects as assigned or initiated

## **Competencies**

- High end user of Information Technology and database management applications
- Ability to design and implement effective electronic and operational workflow processes and procedures
- Excellent written and oral communication skills, sensitive to diplomacy required in communicating with a broad and diverse audience
- Ability to work collaboratively and as a member of a team with internal and external contacts while working to achieve collective outcomes
- Ability to learn quickly, stay flexible and highly organized in fast-paced environment with competing demands while maintaining integrity of work product for self and staff
- Solid sense of self with demonstrated qualities of integrity, loyalty, discretion and self-motivation

## **Position Qualifications**

- Bachelor's degree in relevant field of study (health-related major, social sciences, information technology or administration) from accredited college
- Minimum three years experience working in administrative capacity designing and implementing effective electronic and operational workflow processes and procedures