

**THE EPISCOPAL HEALTH FOUNDATION
JOB POSTING**

Job Title: Director of Grant-Making

Reports to: Elena Marks, President and CEO

Position Summary: As a new organization and a part of the Episcopal Diocese of Texas, the Episcopal Health Foundation seeks an energetic and strategic professional to help lay the groundwork for the organization's future success. Working with the leadership team, the Director of Grant-Making will be the senior staff member responsible for overseeing the grants team, and the development, implementation and management of the Foundation's grants program. The Foundation expects to make grants totaling \$10 million to \$15 million in 2015 and in increasingly larger amounts in subsequent years.

The Director of Grant-Making role includes the following:

- Working as a part of the leadership team to develop the Foundation's overall strategy for delivering on the mission, consistent with the direction set by the Foundation's board.
- Leading the organization in developing, implementing and managing a grants program to deliver high impact based on strategic investments.
- Leading the grants team by developing staff skills, building consensus on organizational goals, and ensuring that program benchmarks are met timely and efficiently.
- Launching the Foundation's first grant cycle by communicating the Foundation's focus areas to potential grantees, establishing program policies and procedures, and conducting a rigorous grant review.
- Overseeing all grant related activities, including proposals, contracts, reviews and reports and preparing materials regarding the grants program for a variety of internal and external audiences.
- Understanding the health-related organizations in the communities of the Diocese to inform the Foundation's decisions around grant-making.
- Building a strong relationship with grantees based on mutual respect and collegiality.
- Maintaining a presence in the communities served by the Diocese and representing the Foundation in multiple forums.
- Creating opportunities to share learning from grant-making by initiating and maintaining networks of relationships with other philanthropic leaders locally and nationally.
- Working with the Research and Impact teams to achieve continuity for the Foundation.
- Supporting the president and leadership team in the management of the Foundation.

Requirements

We seek a team member with experience in community leadership within a professional organization, with a passion for social change, and who is excited to use that experience to support the Foundation in achieving its goals. The successful candidate will have a master's degree and at least ten years' experience with progressively greater responsibilities in grant-making, public health, planning, evaluation and/or public policy, including at least five years with responsibility for managing budgets and staff. The candidate must be able to work

comfortably and confidently with all Foundation staff as a member of a collaborative team. The Foundation staff members work together to execute the organization's mission, and all team members are important contributors to our success, regardless of their specific responsibilities or placement within the organizational structure.

Desired Qualifications

- Track record of success in strategic grant-making and philanthropic collaboration.
- Demonstrated ability to develop staff and effectively participate in a multidisciplinary team environment
- Experience with the organizations involved in public health and health care in Texas
- Exceptional relationship management skills and the ability to diffuse difficult situations
- Resourceful approach to working with grantees
- Collaborative style
- Comfort with ambiguity and skillfulness in addressing competing sets of priorities
- Excellent judgment and unquestioned integrity
- Ability to prioritize projects and meet deadlines and support others in doing the same
- Flexibility and the ability to thrive in an environment of growth and change
- Respect for diversity and knowledge of the region's demographics
- Intellectual rigor and curiosity
- Superior problem solving and oral and written communications skills
- Must be able to thrive in the complex health care environment with multiple constituents
- Demonstrated ability to be politically astute and ecumenically inclined.

Compensation

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will receive Episcopal Health Foundation's employee benefits which include comprehensive health insurance coverage and a 403(b) retirement plan to which the Foundation will contribute an amount equal to 9% of salary.

Interested candidates should submit a resume and cover letter by email to Sandra Wegmann at swegmann@episcopalhealth.org. Please respond by April 15. This position is not eligible for relocation reimbursement.

About Episcopal Health Foundation

The Episcopal Health Foundation is a new entity established through the recent sale of the St. Luke's Episcopal Health System to Catholic Health Initiatives. The Foundation supports the work of the Episcopal Diocese of Texas and has assets of \$1 billion. The mission of the Foundation is to advance the Kingdom of God with specific focus on human health and well-being through grants, research, and initiatives in support of the work of the Diocese. Episcopal Health Foundation embraces the World Health Organization's broad, holistic definition of health: a state of complete physical, mental and social well-being and not merely the absence of disease. We will focus on improving the health of the 10 million people who live within the 57 counties of the Diocese.

The following core values are guiding principles that direct our work:

- **Informed Action.** Rigorous research is the foundation for actions and initiatives that have the potential to transform human lives and organizations.
- **Collaboration.** The most effective use of financial resources is often discovered in ministries that go beyond the limits of individuals or individual congregations. Broad-based communities galvanized around responses to particular human needs have a powerful potential to effect real and lasting change.
- **Empowerment.** The old adage is true: It is good to give a hungry person a fish; it is empowering to teach the same person to fish. Loving and compassionate people often need training to be effective change agents. Leadership development and training are central to empowerment.
- **Stewardship.** Good stewardship requires careful oversight and development of the abundance that God provides.
- **Transparency.** All actions and decisions are open to the light of public scrutiny. Secrecy and confidentiality are not the same thing.
- **Accountability.** The results of decisions and actions of EHF are audited and measured against reasonable benchmarks. Mistakes are made. When mistakes are treated with openness and honesty, lessons are learned. Public accounting and reporting are made on a regular basis.
- **Transformation of human lives and organizations.** The best good is good that lasts by effecting transformational changes in root causes.
- **Compassion for the poor and powerless.**