



Job Title: Compliance Officer of Health Disparities Initiative
Department: Grants and Community Investments
Reports to: Vice President for Grants and Community Investments
Position Terms: 1 FTE for 24 months (or until closure of DOH Health Disparities program)
Compensation: \$60,000/year

Position Overview

The Vermont Community Foundation is partnering with the Department of Health (DOH) to administer and manage a portion of a Center for Disease Control (CDC) Health Disparities grant. These funds, dedicated to COVID19 response and recovery, are specifically aligned to working with Vermont's most vulnerable populations and the community-based organizations that serve them.

The goal of this initiative is to: *mobilize partners and collaborators to advance health equity and address social determinants of health as they relate to COVID-19 health disparities among populations at higher risk and that are underserved.* This initiative will:

- Create transparent processes for granting decisions with input from community partners and populations experiencing historic and current for health inequities
- Expand existing and/or develop new mitigation and prevention resources and services among the community-based organizations serving Vermont's most vulnerable
- Track and evaluate services, reporting to state and federal agencies as required

This initiative will focus on community-based organizations that serve populations disproportionately impacted by COVID-19 (including but not limited to): people of color, indigenous peoples, refugees, LGBTQ+, people experiencing homelessness, people living with disabilities, people living in rural communities, and more.

Position Responsibilities include:

- Universal Guidance: Compliance related to federal grant requirements for Vermont Community Foundation (VCF) and all sub-grant recipients
- Bulletin 5: Compliance related to state grant requirements for VCF and all sub grant recipients
- CDC and COVID funding reporting requirements: Data processing and information coordination with Program Manager for reporting purposes
- Fiscal management and metric tracking system developed with the Finance Department
- Support to community-based organizations, including reporting navigation and training as needed, throughout the course of the program to ensure sub-grantee compliance
- Designing and tracking key performance indicators and compliance-related metrics for VCF-DOH grant agreements
- Accountability to the federal government grant deliverables and outlines
- Coordinating with DOH key staff to promptly and accurately upload key grant metric data and information

- Coordination of skills sharing, system development, with community-based organizations to ensure compliance and data gathering
- With the Program Manager, responsible to the technical assistance elements of the Health Disparities Initiative, particularly in relation to grants management and reporting on behalf of sub-grantees
- Providing accurate, timely, and transparent information sharing with key partners and overall project management, partner communications and deliverables of VCF-DOH grant agreement
- Primary liaison for data collection and reporting between VCF, sub-grantees, and the Department of Health in this work across the state

Required Experience

- Experience working with state and/or federal grants, particularly related to social or health services in Vermont, particularly related to project management towards grant requirements
- Proven track record of compliance management
- Experience in training and/or delivery of technical assistance related to grants management
- Comfort and ease in diverse social settings
- Ability to follow through on commitments
- Demonstration of innovative strategic thinking and planning skills
- Knowledge of Vermont's health care and service providing systems
- Respect for colleagues and community partners

Required Qualifications

- BA/BS degree required, Master's degree a plus
- 5-10 years relevant work experience, Significant experience managing federal grants a plus
- Experience in setting and achieving goals
- Familiarity with state and federal grantmaking, Experience making funding decisions a plus
- Excellent verbal, written, and interpersonal communication skills
- Presentation or public speaking experience
- Ability to work both independently and with various groups
- Ability to work flexible hours to accommodate community-based organizations and convening needs
- Proficiency in Microsoft Word, Excel, and PowerPoint

Location

Due to the pandemic, the Community Foundation is currently working remotely. We anticipate a return to in-person work when it is deemed safe to do so.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.