



**Job Title:** Program Manager of Health Disparities Initiative  
**Department:** Grants and Community Investments  
**Reports to:** Vice President for Grants and Community Investments  
**Position Terms:** 0.75 FTE for 24 months  
**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:

- Identifying, convening and facilitating groups discussions with community-based organizations serving Vermont's COVID-vulnerable populations
- Including results/recommendations of community-based organizations into the Request for Proposals (RFP) process
- Sharing accurate information, with support of DOH staff, in relation to compliance and protocols for CDC grant and its metrics
- Outreach, communications, and relationships with external partners
- Coordination of technical assistance for community-based organizations to support organizational development towards CDC grant and DOH program goals
- Internal reporting, in conjunction with compliance officer/VCF staff, to federal and state reporting entities

- Providing accurate, timely, and transparent information sharing with key partners and overall project management, partner communications and deliverables of VCF-DOH grant agreement

#### **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 creating and implementing strategic programs, systems, and approaches
- Experience and success in convening key stakeholders and building shared vision and momentum
- Ability to engage communities and cross-sector groups around a common agenda
- Highly skilled facilitation and group leadership experience
- 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, donors and community partners

#### **Required Qualifications**

- BA/BS degree required, Master's degree a plus
- 5-10 years relevant work experience, Significant experience managing donor relationships as well as project management
- 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](mailto:careers@vermontcf.org). Applications will be accepted until the position has been filled.

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