



**SENIOR PROGRAM OFFICER  
VULNERABLE POPULATIONS PORTFOLIO, HEALTH GROUP  
ROBERT WOOD JOHNSON FOUNDATION**

**BACKGROUND AND OVERVIEW**

The Robert Wood Johnson Foundation located in Princeton, NJ, is the nation's largest philanthropy devoted exclusively to health and health care. For more than 35 years the Foundation has brought its experience, commitment and a rigorous, balanced approach to the problems that affect the health and health care of all Americans. The Foundation works with a dedicated group of diverse individuals and organizations to support programs that have measurable impact and create meaningful and timely change.

The Foundation is seeking a senior program officer to work with the Vulnerable Populations Portfolio. This team—which oversees some of the Foundation's most exciting and inspiring work--seeks new ideas and partners from outside the health sector to affect immediate and lasting improvements in the health of our society's most vulnerable people. This Portfolio addresses how complex social factors—poverty, education, and housing—affect people's health, and develops solutions within that context. This approach allows us to address long-standing problems using unconventional approaches that start at the individual and community level, but have potential for national impact. More information about the Portfolio may be found at <http://www.rwjf.org/programareas/programarea.jsp?pid=1144>.

**SENIOR PROGRAM OFFICER**

The Senior Program Officer (SPO) should be a strategist who thoroughly enjoys and appreciates the intersection between health and social issues. This person should be an “out of the box” thinker who initiates and supports ideas that address the multiple factors which affect health of vulnerable populations. They should provide leadership and inspiration in designing new initiatives, evaluating proposals, monitoring programs and grants, learning from program investments, activities and creating impact.. The SPO will report to the Vulnerable Populations Team Leader regarding team goals and initiatives and to the Senior Vice President, Health Group for overall Foundation and non-team work. The position is based in Princeton, New Jersey.

The SPO will need to be able to pick up new and different areas in the portfolio and be excited by the opportunity to look for linkages and new novel approaches to advance the overall goal of the team. In that regard, the SPO should display a genuine desire to work with all members of the Vulnerable Populations team and serve as a mentor and colleague. In this role, grace, humility and a sense of humor will go along way to the success of the SPO.

The broad goals and objectives for the SPO are the following:

- Contribute to the design and implementation of new Group initiatives. Serve as a partner with other Group members to the team leader and the senior vice president in identifying the strategic objectives and program direction.
- Work with other program professionals, administrative staff, the senior vice president, grantees, consultants, evaluators and other funders to plan, develop and respond to requests for funding. Screen and assess prospective project proposals, work with applicants to refine plans and project budgets, draft preliminary summaries of the project and develop recommendations for program management teams, program staff, Foundation management and Board approval.
- Attend meetings, conduct site visits, and review grantee submissions as part of overall responsibility for developing and managing existing grants and programs. Prepare oral and written summaries of grant activities.
- Monitor, track, learn from, and report on team initiatives and programs.
- Respond to public inquiries about program directions and the application process. Represent the Foundation publicly regarding program funding and grant making results.
- Participate in conferences, seminars and other professional development activities to maintain and enhance expertise and professional status.
- Contribute to and participate in the internal committees of the Foundation and carry out other responsibilities assigned by the Vulnerable Populations team leader and executive staff. Participate in Foundation-wide projects related to interest and program areas.
- Performs other projects and responsibilities, as assigned.

### **Professional Qualifications and Personal Attributes:**

The SPO should ideally possess the following professional qualifications and personal attributes:

#### Professional Qualifications:

- Completion of an advanced degree (e.g. MA, MPH, PhD JD, MSW) and extensive experience of at least seven (7) to 10 years plus proven leadership and recognized in

the field for specific area of knowledge in one or more of the Foundation's interest areas.

- Leadership experience in social movements, particular and sophisticated ability to move social change agendas through the use of policy, advocacy, community organizing and strategic communications.
- Demonstrated success in developing and managing collaborations and partnerships across sectors and with diverse constituencies and communities, including civic, business and government leaders.
- Experience showing an ability to manage programs as well as positions including, increasing personnel, budgeting, and program responsibility.
- Ability to travel—including for site visits and representing the Foundation at outside meetings.
- Working knowledge of the health system and the affect on public health desirable.

Personal Attributes:

- A deep commitment to the values and the mission of the Foundation and the vision of the Vulnerable Population Program.
- Exceptional ability to articulate and realize an inspired vision, to motivate others and to work with a high-caliber team of staff and external partners.
- A flexible and enthusiastic approach to work, including the humility and grace to work effectively with others in a collaborative workplace.
- A proven ability to perform effectively under pressure and to utilize strong organizational skills when faced with multiple time-sensitive priorities – a willingness to "roll-up sleeves" and personally handle all aspects of position.
- Capacity to learn from experience, to adapt as needed, to co-generate new ideas, to listen, and to work with others to shape emerging futures.
- Capacity to communicate persuasively, orally and in writing, in a range of settings and media.
- An agile and creative intellect, entrepreneurial, pragmatic and flexible.
- A high energy level, self-motivated, with a keen sense of humor.

**TO APPLY**

The Robert Wood Johnson Foundation offers competitive salaries and excellent benefits.

Interested candidates should send their resume via e-mail to:

Daniel Sherman

President

Explore Company Executive Search

Washington, DC

[resumes@explorecompany.com](mailto:resumes@explorecompany.com) attn: RWJF