



!ImpactAlamance

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Elon- Alamance Health Partner Job Description

The Elon- Alamance Health Partnership is for the mutual benefit of the Elon Health Partner and the Foundation. The Partner acts as a Junior Program Officer to Impact Alamance staff, taking increasing responsibility over the course of the year of service. A major portion of time will be working with the Program Officer in evaluating grant proposals, overseeing and coordinating site visits, participating in coalitions that work on increasing access to physical activity and healthy foods, planning and coordinating the Teacher Leadership Academy Program, leading the Teacher Leadership Academy Creativity Grants cycle, updating funding priority logic models, and working on other various projects of significance to the Foundation. The Partnership is structured to enable the junior program officer to learn about philanthropy and the non-profit sector and to engage in personal professional development concerning issues of interest to the junior program officer and of importance to the Foundation.

Responsibilities:

1. Data Collection

- A. Updates funding priority area logic models to track progress of goals.
- B. Leads Impact Alamance community and grantee perception survey process.

2. Grantmaking

- A. Review proposals for funding during grant cycles.
- B. Assist in preparing written grant recommendations and respond to questions from Board related to those recommendations.
- C. Assist Program Director in tracking and monitoring grants awarded.
- D. Assist Program Director in collection of grant reports (mid-year and final) and compile this data to determine effectiveness of project/program investments.
- E. Oversee and coordinate site visits with nonprofits who have received funding. Involve staff and board members in site visits.
- F. Present/report to board members on grantee outcomes.
- G. Learn how to operate grant software to assist with input and reporting of foundation investments.

3. Teacher Leadership Academy Coordination

- A. Schedule site visits for Teacher Leadership Academy Creativity Grantees
- B. Coordinate venue, speakers, catering, and transportation (if needed)
- C. Schedule steering committee meetings and lead process in setting the agenda for each TLA day.
- D. Create and distribute survey to Teacher Leadership Academy participants throughout the year.

4. Community Outreach

- A. Communicate the Foundation's interests to groups and individuals who are engaged in work related to the Foundation's focus areas and vision.
- B. Represent the Foundation at meetings, conferences, and organizational activities consistent with the Foundation's mission and priorities.

5. Community Coalitions and Collaborative Teams

- A. Actively participate on the Community Assessment and Action Planning team.
- B. Take a lead role in Wellness Collaborative and Food Collaborative planning and initiatives.

5. Special Projects

- A. The Junior Program Officer may pursue projects of personal interest (in consultation with Impact Alamance staff) as they relate to the Foundation's priorities, and is also expected to work on other projects designated by staff or Board Members.