



# Foundation *for* Opioid Response Efforts

Job Description

**SENIOR PROGRAM OFFICER**

**The Foundation for Opioid Response Efforts (FORE)**

## **THE ORGANIZATION'S HISTORY, VISION AND MISSION**

The Foundation for Opioid Response Efforts (FORE) was formed in 2018 as a private, national, Grantmaking Foundation, dedicated to combating the opioid crisis in the United States. As of 2024, FORE has awarded 102 grants, committing \$40 million dollars to 91 organizations thus far, towards solutions to this crisis. Additionally, FORE has rapidly developed as a convener and information resource.

The Foundation's vision is to inspire and accelerate action to end the opioid epidemic. The foundation's mission is to convene and support partners advancing patient-centered evidence-based solutions addressing the opioid epidemic. With patients at the center, our focus includes Professional Education, Payer & Provider Strategies, Policy Initiatives and Public Awareness.

## **SUMMARY DESCRIPTION**

Reporting to the President, the Senior Program Officer (SPO) will be an addition to an existing program team of program director, program associate, and program assistant. This new member will be responsible for building upon our established programmatic infrastructure by contributing to the further development, implementation, and coordination of grantmaking strategies and to the advancement of strategic and operational objectives of the Foundation. SPO grantmaking activities include contributing to developing and implementing Requests for Proposals (RFP), reviewing and analyzing proposals, writing recommendations for funding, monitoring grant performance, serving as the primary contact and developing strong working relationships with grantees. The SPO will research new program areas and potential grantees and participate in value-added activities such as convenings of experts and development of resources. The SPO will work collaboratively with administrative and program staff to ensure fiscally sound grant making; and will work closely with the President, program staff, and communications team on communications strategies.



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## **SPECIFIC RESPONSIBILITIES**

The Senior Program Officer will work very closely with the President and Program Team to contribute to advancing and implementing objectives of assigned program areas including:

- Contribute to development of new projects, including development of RFP's, identifying prospective grantees, working with prospective grantees to improve project design, collecting background information/research, and conducting literature reviews, developing knowledge on specific focus areas, participation in meetings regarding projects and preparation of follow-up memoranda on meetings.
- Preparation of the description of proposed projects for review and approval by the Board of Directors.
- Management of grants including: drafting payment and reporting schedules and contract language, tracking the current status of projects through ongoing contact with grantee principal investigators; reviewing grantee interim and final deliverables (e.g., interview protocols, survey instruments, preliminary data analysis and papers/articles for publication); maintaining knowledge of work related to grants; maintaining files on assigned grants; and insuring that grantees follow payment and reporting schedules).
- Preparing progress and completed grant memoranda on all active grants, summarizing achievements, issues in implementation, and lessons learned for grantmaking.
- Contribute to development of briefing materials, policy briefs and journal articles for publication.
- Possible work on survey instruments, analysis of survey data, and the dissemination of survey results.
- Preparing talks and presentations to disseminate the foundation's work.
- Collaborating with external evaluators on assessments of individual grants and programs.
- Convening grantees for purposes of shared learning, spreading best practices.



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- Representing the foundation at meetings and conferences.
- Working with communications staff/contractors in the presentation and dissemination of project findings to the media and other interested parties.

## QUALIFICATIONS

Doctoral level training is preferred, although outstanding candidates with a combination of relevant experience and education would be considered. Candidates must have a minimum of five to seven years related work experience; and demonstrated experience in areas of substance use disorder, public health, health policy and/or health systems. Demonstrated research and analytical skills and strong communication and writing abilities is required. Prior foundation/philanthropy experience desirable. Must have excellent interpersonal skills, an ability to think creatively, and a credible commitment to creating change as strong personal characteristics. Must be well organized with concern for details, accuracy, and deadlines and have the ability to set priorities and work with a minimum of supervision. **Must be very collaborative and able to work well within a small, highly productive team. As a relatively new, small organization, flexibility, and a willingness to participate in the general workflow of the office are also necessary attributes. Commitment to FORE's mission is absolutely necessary.**

Candidates should have the ability to work collaboratively, as well as independently, set priorities and manage time, and have supervisory skills. Candidates should also have the ability to work effectively in a team environment, to communicate and work well with all levels of staff, have strong coordination and project management skills, excellent written and oral communication skills and be well organized and efficient with concern for details, accuracy and deadlines.

FORE has a small staff, so judgment, integrity, and the ability to listen with sensitivity to others are traits that are particularly important in an organization of its size, where teamwork is essential to effectiveness. The ability to work collegially and to have an interest in and strong commitment to FORE's mission are key qualifications.



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## **COMPENSATION**

Commensurate with background and experience.

## **BENEFITS**

FORE offers a highly competitive benefits package including, medical, dental, and vision plans, retirement contributions and support for professional development, amongst others.

## **LOCATION**

FORE's offices are located in midtown Manhattan. This position is currently being considered as hybrid of remote and in-person, with a current minimum of two days in the midtown Manhattan office.

## **CONTACT**

Send resume and cover letter via e-mail to: [Jobs@forefdn.org](mailto:Jobs@forefdn.org)

*FORE takes all recommended precautions to protect staff and colleagues from COVID-19 very seriously. Any finalists for this position will need to show proof of full vaccination.*

*Employment at The Foundation for Opioid Response Efforts is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.*

Salary Range \$125k - \$145k