

**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 fostering innovative solutions to the opioid and overdose crisis in the United States. To date, FORE has awarded 129 grants, committing more than \$50 million dollars towards addressing this crisis. The foundation’s mission is to convene and support partners advancing patient-centered evidence-based solutions addressing the opioid and overdose crisis. With patients at the center, our focus includes Professional Education, Payer & Provider Strategies, Policy Initiatives and Public Awareness.

SUMMARY DESCRIPTION

The Program Officer supports the foundation’s programs and grantmaking, working with and providing support to the president and senior program staff. The position is involved in a variety of tasks related to the programmatic work of the foundation to advance the mission of FORE.

The ideal Program Officer is organized, collaborative, and a strong communicator, knowledgeable in the subject matter and committed to the foundation’s mission, who is actively engaged in the development and monitoring of grants, supportive of the evolving priorities of the foundation, and able to problem-solve to meet programmatic needs. The candidate will have great attention to detail, and strong skills at building relationships across a wide range of grantees and stakeholders.

SPECIFIC RESPONSIBILITIES

Grants Management (50%)

- Participates in management of all aspects of the grantmaking process including reviewing grant proposals, supporting grant recommendation development, processing grant agreements, reviewing grant reporting and payment schedules, participating in grantee progress calls, and tracking grantee products.
- Contributes to ongoing improvement of grant tracking methods and communication between the program and grantees to ensure timeliness of reports and project deliverables.
- Supports the planning of meetings, forums, and conferences, and helps to maintain FORE’s relationships with grantees and key partners.
- Assists in the development of grant proposals and budgets in preparation for Board Meetings. This may involve communicating with current and prospective grantees, consultants, and other experts, and assembling reports on projects and program activities.
- Conducts background research on proposal topics, compiles and distributes proposal review

materials to the staff, and contributes to internal reviews of proposals.

- After organization-specific training and experience, the Program Officer will have the opportunity to manage an appropriate-sized portfolio of grants, under the supervision of the Program Director.

Research and Analysis (30%)

- Conducts background research as needed, including literature reviews and tracking journals, working papers, legislative developments, and public coverage of health policy issues.
- May be asked to represent FORE and attend relevant meetings, conferences, and webinars to inform FORE's work.
- Contributes research and writing support for internal- and external-facing publications. This work includes preparing tables and charts, analyzing data with the program staff, and drafting summaries of reports.

General Program Support (20%)

- Provides additional support for president and senior program staff, including preparing slides and talking points for presentations, Board Meeting preparation, coordinating advisory and strategy meetings, and tracking prospective grants and projects pipeline.
- Supports FORE's communications strategy, including drafting and editing eBlasts and externally-facing reports and informational materials.
- Compiles program data into analytical tools and charts for project briefing meetings, proposal review meetings, and program updates.
- Takes meeting notes and drafts minutes for selected meetings.

QUALIFICATIONS

- Masters degree in Public Health, Health Policy, or similar degree, with a minimum of 5 years work experience in a related field; outstanding candidates with a combination of relevant experience and education would be considered.
- Knowledge of the SUD/ODD field, including aspects of prevention, harm reduction, treatment and recovery.
- Health philanthropy experience is preferred but not required.
- Commitment to support of the foundation's mission.
- Excellent writing and communication skills.
- Outstanding organizational and time-prioritization skills.
- Excellent interpersonal skills to work effectively with all FORE staff and stakeholders, as well as with external partners.
- Ability to work in highly demanding, multi-tasking environment, and respond to evolving priorities.
- Detailed knowledge of and demonstrated proficiency in the use of office computer applications, including Microsoft Word, Excel, PowerPoint, Outlook, and Teams, as well as Google suite tools. Preferred experience with organizational/CRM databases.

- A successful candidate must be a team player, and able to make optimal use of time. Must have the flexibility to work both with and without supervision.

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.

BENEFITS

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

- Hybrid Workplace
- Monthly cell phone reimbursement
- Medical and dental benefits for employee and family
- Retirement savings account with matching company contributions of 3%
- 10 paid vacation days in first year of work; increases incrementally to five weeks with subsequent years of service; early office closure before major holidays
- Professional development funds for growth-reimbursement, along with 3 additional paid days to support professional development
- 2 paid volunteer days
- Sick days

COMPENSATION

Commensurate with background and experience. Range is \$100-115k

LOCATION

FORE's offices are located by Bryant Park in midtown Manhattan. FORE is currently working on a hybrid schedule of three days on site (and on an as needed basis) and the flexibility of being remote or in office on other days. Candidates are being considered in the Metro New York area and those who can commute to FORE's offices as stated above.

CONTACT

Send resume and cover letter with relevant experience via e-mail to: 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 preference, gender identity or expression, age, national origin, marital status, citizenship, medical condition, disability, or any other protected characteristic as established by law.