



**Job Announcement
Senior Program Officer
Andy Hill Cancer Research Endowment Fund**

Job Title:	Senior Program Officer	Status:	Full-Time (36 hr work week)
Reports To:	CARE Fund Executive Director	Starting Salary Range:	\$85-95K, DOE/DOQ
Program:	CARE Fund Program Operations	Classification:	Exempt

ABOUT THE ANDY HILL CARE FUND AND EVERGREEN SOCIAL IMPACT

The [Andy Hill Cancer Research Endowment \(CARE\) Fund](#), an innovative cancer research grantmaking entity and public/private partnership funded by the state of Washington, seeks a new Senior Program Officer to join their small but mighty team and make a difference in the lives of Washingtonians. This position is funded for at least 3 years and may be extended dependent upon funding.

The CARE Fund was created in 2015 and works to promote and invest in cancer research to improve the quality of life for the people of Washington. The Fund’s objectives are to optimize the use of public funds to prioritize research with the greatest potential to improve health outcomes; leverage our state’s cancer research facilities, talent, clinical and therapeutic resources; and positively impact our economy through requiring matching funds, creating jobs, encouraging investments, and advancing our biotech, medical device, and health care information technology industries.

To date, the CARE Fund has awarded 26 cancer research grants of nearly \$23M in total. Grantees have contributed to peer-reviewed research publications, leveraged CARE Fund grants for significant additional investments, and run research labs and programs supporting dozens of jobs.

Through an extraordinary state appropriation, the CARE Fund will develop, award, fund and monitor more than \$30M in grants in 2022-2025, requiring our team to grow in strength with a new Senior Program Officer to help us meet our mission and deliverables.

Grantmaking criteria are set by the Board of Directors. Future program directions will take into consideration and may prioritize the following:

- Research in areas where Washington’s research community has distinct insights and capabilities to make progress on the issue.



- Research that relates to areas of cancer research that lack sufficient external funding and is of particular relevance to Washington residents (e.g., rural health, disproportionate incidence by cancer type, hotspots of cancer incidence, environmental risk, farmworker health, indigenous health).
- Research that addresses cancer incidence, access, and outcomes disparities.
- Collaborative and cross-disciplinary cancer research projects.

The CARE Fund is a growing organization, staffed by a small high-performing team of individuals who are committed to excellence in their work, mutual support, and work/life balance, and to improving the quality of life for the people of Washington through cancer research. The CARE Fund operates in a flexible and fully remote environment that prioritizes inclusivity, collaboration, building authentic partnerships, and advancing the Fund's mission. The team has a passion for science and health equity, analytical thinking, and good humor.

For more details about the CARE Fund, please visit [our website](#).

[Evergreen Social Impact \(ESI\)](#) is the Program Administrator and employer for the CARE Fund. A nonprofit fiscal sponsor organization, ESI was founded in 2021 and provides fiduciary services, including governance, funds management, and other administrative services to projects with social-impact missions. ESI acts a long-term administrative home for tax-exempt and public/private partnership organizations, or as a 'nonprofit incubator' for new entities that are in start-up mode. By providing an administrative and operations hub, ESI supports sponsored projects in focusing on their missions and building capacity.

POSITION SUMMARY

Under the direction of the CARE Fund Executive Director, the Senior Program Officer will plan, develop, and implement CARE Fund grant programs and special projects as part of the CARE Fund's strategy to advance cancer research and improve cancer care access throughout Washington State. Responsibilities include managing a grants portfolio; administration of grant cycle processes, including development of new grant funding opportunities; collecting, analyzing, and reporting key data; and collaboration with community partners.

This position will report to the CARE Fund Executive Director. This is a regular staff position with full benefits. This is a remote (non-office-based) position. **Washington State residence is required upon hire.**

ESSENTIAL RESPONSIBILITIES

- Manage the life cycle of grant process from pre-award to grant closeout for assigned grant programs, including but not limited to:
 - Developing requests for proposals (RFPs)
 - Creating grant applications and reporting templates

- Facilitating external scientific peer review of applications
- Executing award agreements
- Tracking fulfillment of state matching funds requirements and other contracted deliverables through performance-based grant agreements in compliance with the [CARE Fund statute](#). This includes tracking, monitoring, and evaluating grantee progress reports and ensuring reporting compliance
- Closing out grants and evaluating post-award close-out reports.
- Support and/or serve as the main point of contact for Board of Directors' Standing Committee on Grants and other committees for your portfolio, as assigned.
- Represent CARE Fund to grantees.
- Support the CARE Fund's collaborative work with philanthropic, governmental, and community-based partners through participation in workgroups and attendance at conferences, as requested.
- Work in a collaborative and supportive team that includes both the Executive Director and a second Senior Program Officer to serve the CARE Fund's mission and impact and ensure consistency across programs.

DESIRED QUALIFICATIONS

- Experience with, and/or commitment to racial equity, social justice, and cultural humility.
- A demonstrated track record in successful project and program management.
- Passion for and understanding of the CARE Fund's grant and priority areas. Understanding of health disparities in cancer research and outcomes a plus.
- Prior experience in successfully managing grant programs in a philanthropic, governmental or research environment is preferred. Understanding of scientific peer-review processes a plus.
- Exceptional analytical skills and high attention to detail, with a high degree of comfort and skill in tracking, managing, and analyzing data.
- Ability to multi-task with efficiency and agility.
- Strong problem-solving skills, including the ability to gather and process relevant information, contextualize data, assess root causes, and generate possible solutions.
- Flexible approach to work and ability to manage ambiguity in the work environment.
- Ability to listen deeply and communicate proactively, clearly, transparently, and diplomatically; excellent and professional oral and written communication and presentation skills are required.
- Ability to work with grantees in a supportive and collaborative manner, to encourage optimal engagement in progress and outcomes.
- Proficiency with Microsoft Office suite (Outlook, Excel, Word, PowerPoint, SharePoint). Ability to use grants management software (Foundant or equivalent). Experience with database solutions a plus.
- Bachelor's degree in science-related field, or public policy, public administration, nonprofit management, or related field, or the equivalent combination of education and experience, is required; Master's degree or equivalent is a plus.



OTHER REQUIREMENTS

- Must be a resident of Washington State upon hire.
- Must be able to pass a Washington State and national criminal history check.
- Must have access to a source of transportation for occasional travel in Washington State.

COMPENSATION AND BENEFITS

The starting salary for this position is \$85K to \$95K per year, depending on qualifications and experience. Benefits for employees working more than 20 hours per week include medical/dental insurance (100% employer-paid for eligible employees, eligible spouses, and dependent children); generous paid time off; Life/LTD/STD insurance; and a 401K retirement plan with generous nonelective employer contribution.

EMPLOYMENT POLICY

Evergreen Social Impact is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status.

HOW TO APPLY

Evergreen Social Impact has retained [Jan Glick & Associates, LLC](#), to conduct the search for a Senior Program Officer on their behalf. To apply, please send via email your resume and cover letter, in a single PDF document, to carefund@janglick.com with "Senior Program Officer" and candidate name in the subject line.

E-mail applications with a cover letter are required. Position is open until filled. We are unable to respond to telephone inquiries about this position.