

Job Title: Foundation Program Officer (Nursing & Allied Health Portfolio)

Location: Pompano Beach, Florida

Reports To: CEO

Start date: As soon as possible.

Application deadline: Open until filled.

Overview:

The Frederick A. DeLuca Foundation is a private foundation based in south Florida that is dedicated to supporting our communities by creating and strengthening access to opportunity through education. The foundation focuses its giving in three strategic areas—economic mobility, youth and families, and nursing and allied health.

Position Summary:

The DeLuca Foundation is seeking a mission-focused, strategic, intellectually curious, self-starter to join our collaborative and entrepreneurial team in making a positive impact through philanthropy.

The Program Officer will oversee the development, implementation, and evaluation of grantmaking strategies that align with the foundation’s mission and priorities. This role will have an emphasis on nursing and allied health, and involves managing relationships with grantees, reviewing funding proposals, and assessing program impact to ensure the foundation’s resources drive meaningful change.

Key Responsibilities:

Grantmaking & Program Management

- Develop and implement grantmaking strategies in alignment with the foundation’s mission and funding priorities.
- Develop, review, and assess grant applications, conduct due diligence, and prepare funding recommendations.
- Manage a portfolio of grants, ensuring compliance with foundation policies and reporting requirements.
- Monitor and evaluate the impact of funded programs, adjust to improve outcomes, and provide recommendations for improvements.
- Review grant reports and conduct site visits and check-in calls/emails to evaluate impact and progress of grants.

Stakeholder Engagement & Partnerships

- Build and maintain relationships with grantees, nonprofit organizations, and community leaders establishing a close working relationship with key leadership and staff from those organizations.

- Cultivate and establish partnerships with external healthcare facilities, organization, associations, and academic partners to identify opportunities where the foundation can invest in improving outcomes.
- Represent the foundation at conferences, networking events, and community meetings.
- Collaborate with other philanthropic organizations and funding partners to leverage resources and maximize impact.

Research & Strategic Planning

- Stay informed about trends, best practices, and emerging issues in the foundation's areas of focus.
- Conduct research and analysis to inform program strategies and grantmaking decisions.
- Contribute to the development of policies and initiatives that enhance the foundation's impact.

Communication & Reporting

- Prepare reports, presentations, and impact assessments for leadership and board members.
- Communicate grant outcomes and program successes through written summaries and presentations.
- Assist in developing content for the foundation's website, newsletters, and public communications.
- Other duties as assigned.

Skills and Competency Requirements:

- Strong analytical and critical thinking skills for evaluating grant proposals and program impact.
- Excellent written and oral communication skills; exceptional interpersonal skills, a focused listener.
- Ability to build relationships with diverse stakeholders and collaborate across sectors.
- Knowledge of nonprofit operations, philanthropic trends, and grant management best practices.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to take initiative and manage projects assigned through completion with minimal supervision.
- Track record of working effectively both independently and as a highly resourceful team player under pressure and within deadlines.
- Creative and innovative thinker who actively presents new opportunities, proposes solutions, and recommends best practices.
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Exhibits a positive attitude and professional demeanor with a high level of integrity and trustworthiness while maintaining discretion and confidentiality.

Education and Experience Requirements:

- Bachelor's or master's degree in a relevant field such as healthcare administration, nursing, allied health, or a related field is required. A master's degree or specific clinical qualifications is preferred.

- Minimum of 10 years of experience in grantmaking, program management, or a related corporate, nonprofit, or philanthropic role.
- Extensive experience in clinical education, healthcare administration, or a related field with a proven track record of success in creating and managing educational programs or clinical operations.
- Experience in cultivating and maintaining partnerships with healthcare providers, higher education, and other external organizations.
- Proficiency in using grantmaking technology (FLUXX), databases, and administrative software to streamline operations (Proficient in Microsoft Office Suite, especially Outlook, Word, Excel, and PowerPoint; PowerBI, and Notion).

Compensation & Benefits:

- Salary commensurate with qualifications and experience. Comprehensive benefits package includes health insurance, 401(k) with employer match, and paid time off.

How to Apply:

Interested candidates should send their one-page cover letter and resume to: careers@delucafdn.org.