

Employment Opportunity
The Susan Thompson Buffett Foundation
Program Officer, Service Delivery – U.S. Programs

The Susan Thompson Buffett Foundation (STBF) is a private grantmaking foundation based in Omaha, Nebraska. We work towards a world in which every woman controls her reproduction and all reproductive decisions are treated with dignity and respect. Toward this end, our core mission is to prevent unintended pregnancy and ensure access to safe abortion in the U.S. and internationally.

Position Title: Program Officer, Service Delivery – U.S. Programs

Reports To: Acting Senior Program Officer, Service Delivery

Job Location: Omaha, Nebraska (non-negotiable)

Deadline for Application: May 31, 2019

To apply: Send cover letter and resume or CV to adminservicedelivery@stbfoundation.org

Subject line: Service Delivery Program Officer

Materials may be addressed to:

Greta Klingler, Program Officer, Service Delivery, U.S. Programs

Background

The U.S. Programs divides its grant-making across three portfolios: Service Delivery, Social Change, and Workforce & Scholars. In addition to supporting this work, significant financial investments are made in the research and evaluation that undergirds each portfolio's focus. Each grantmaking portfolio area is led by a Senior Program Officer who develops and implements a strategy to achieve a set of measurable outcomes. While much programmatic investment is long-term and ongoing, there is significant opportunity to identify and fund new strategies that have the potential to reduce unintended pregnancy or ensure access to safe abortion.

Compared to the size of its grant-making, the Foundation is relatively non-bureaucratic and small in staff size. A hallmark of our Foundation is making large investments for long-term systemic solutions. We aim to identify opportunities by questioning, piloting, reflecting, learning, and putting learned information to effective use. We are not afraid to fail or change our approach in light of new learnings. We regard our investments as partnerships, and therefore regard our grantees as our partners.

Abortion and Contraceptive Service Delivery

The Foundation has a commitment to access to abortion and contraceptive services with attention to ensuring patient preferences are respected. We believe there is no one perfect model of care. Rather, services should be designed from the perspective of the recipient and be adaptable to individual needs and environmental contexts. The provision of services should strive to eliminate health inequities, maximize access, reduce costs, be patient driven, and promote cultural humility. Investments should be made towards building the sustainability of care delivery systems.

Duties and responsibilities:

- Work with Service Delivery Team to implement a strategy for expanding access to abortion and contraceptive services in the U.S.
- Monitor developments in the field to identify emerging needs, gaps and opportunities through meetings with key stakeholders including health care institutions; state and federal entities, and other funders.

- Work on program and project development and assist grantees on timely and complete proposal submissions.
- Monitor, assess, and support grantees' project implementation including making site visits.
- Ensure timely submission and review of progress and financial reports and provide feedback including recommendations to the grantees.
- Understand the role of the funder; facilitate communications among funded programs, enabling the grantees to succeed without micromanaging.
- Author memos and reports regarding grantee performance, project progress, and new opportunities.
- Work with the in-house Research and Evaluation Unit on designing organization or program evaluation and monitoring efforts.
- Participate in overall U.S. Program strategic planning process and implementation.
- Contribute to the work life of the Foundation, participate in team activities, and maintain the positive culture of the Foundation work environment.
- Participate in and regularly contribute to team meetings, occasionally presenting to colleagues internally.
- Work with other program officers to integrate program areas across portfolios.
- Performing other duties as requested by the Acting Senior Program Officer, Service Delivery.

Knowledge and Skills:

- Commitment to abortion and contraceptive health care.
- Professional/administrative experience in an ambulatory health care delivery system or hospital. Preference will be given to candidates with experience in abortion provision, Title X family planning program, FQHC and/or other related publicly funded health care systems.
- In-depth knowledge of health care financing preferred, especially of public funding such as Medicaid and/or Medicaid Managed Care.
- Ability to work independently and with minimum support personnel.
- Ability to navigate complex inter-personal relationships and operate with transparency and trust while attaining results from a variety of people.
- Excellent written communications skills.
- Appropriate training and demonstrated ability to analyze, think critically, and understand project implementation, management, and evaluation issues.
- Demonstrated ability to process large amounts of information.
- Ability to manage time, handle pressure, and meet deadlines.
- Competence with reading and evaluating financial budgets.
- Ability to travel domestically, and to attend weekend meetings and conferences as necessary.

Education and Experience:

A range of professional experiences and or educational preparation in the field of health care delivery and/or financing will be considered. Responsibilities and job flexibility based on level of experience and history.

Location:

This position will be based in Omaha, Nebraska and residence in Omaha is non-negotiable. Non-U.S. citizens must have a valid U.S. residential or work permit.

Compensation and benefits

Salary is competitive and commensurate with experience. The Foundation offers a full and generous benefits package, including medical/dental insurance and a retirement program. Relocation benefits are available.

Application process and deadline

Application materials are due **no later than May 31, 2019**.

Initial screenings will be conducted through telephone interviews. Finalists will be invited to interview in-person at the Foundation in Omaha, NE. Travel expenses for interviews will be covered by the Foundation.

Preferred Start Date

Preferred start date is on or before September 1, 2019