Program Officer
Full-time, exempt position, reports to President and CEO
Solana Beach, California

Position Summary

The Gary and Mary West Foundation, headquartered in Solana Beach, California, is seeking a passionate, results-oriented Program Officer to advance its mission with a specific focus on enabling Successful Aging. The position is responsible for strengthening partnerships with nonprofit community organizations that provide high-quality services to low-income older adults, helping them remain independent and healthy for as long as possible. The Gary and Mary West Foundation (Foundation) is a 501(c)(3) private, non-operating foundation whose mission is to significantly improve the quality of life for low-income seniors, lower the cost of healthcare in our country and deploy professionally-trained service dogs in our community through purposeful philanthropic investment.

The Foundation funds nonprofit organizations primarily based in San Diego, California; Omaha, Nebraska; and Washington, D.C. that are mission-aligned and have a track record of achieving measurable and meaningful results. The Foundation provides grants to nonprofits with visionary leaders, staff and volunteers who develop innovative projects producing significant impact.

The Program Officer will report directly to the President and CEO of the Foundation and work collaboratively to ensure grantmaking is aligned with its strategic vision. The Program Officer will be the primary interface with the Foundation’s flagship grantees which include the West Health Institute, West Health Policy Center, Gary and Mary West Senior Wellness Center and Gary and Mary West Senior Dental Center. The position will also be the primary external spokesperson for the organization, responsible for sustaining partnerships with grantees, stakeholders, policy decision makers and other funders in support of the Foundation’s strategy.

The Program Officer must be passionate about the Successful Aging strategy and creating an environment where seniors can age “on their own terms” with dignity, independence and
health for as long as possible. Key job requirements include having excellent communication (both written and verbal) and interpersonal skills and the candidate must be results-oriented, with the ability to solve practical problems. This full-time position is based in Solana Beach, California. Qualified candidates must be able to work effectively with a small, dedicated, collegial staff to advance the mission of the Foundation.

**Job Title: Program Officer**  
Full-time, exempt position, reports to President and CEO of Foundation  
Solana Beach, California

**Essential Job Functions**

- Provides all management, coordination and support for Foundation grantmaking. This includes, but is not limited to, interfacing with grantees, performing site visits, soliciting and reviewing proposals and organizing, convening and attending meetings and workgroups related to the Foundation’s Successful Aging initiative.
- Represents the Foundation in activities that advance the goals and leadership of the Foundation in the philanthropic community.
- Manages grantmaking opportunities that further the Foundation’s mission and role as an innovative grantmaker.
- Builds and maintains working relationships with other key stakeholders, public sector officials, funders and community leaders.
- Remains informed on relevant thematic grantmaking issues; specifically, issues related to the Successful Aging initiative, including best practices within the industry, trends and changes in public policy, changes related to existing and prospective grantees and overall lessons learned in the grantmaking field.
- Supports the President and CEO in examining, developing, implementing and communicating the goals, priorities and strategies of the Foundation.
- Convenes strategic partners to generate new ideas and program opportunities related to Successful Aging including flagship grantees, funders, policy makers and key stakeholders.
- Attends regular meetings with flagship grantees based in La Jolla, California, downtown San Diego and has the ability to occasionally travel to Washington, D.C.
- Considers and develops appropriate opportunities for dissemination of Foundation-supported project results.
- Authors white papers and research pieces to reflect and advance the work of the Foundation.
• Works collaboratively or independently on other initiatives or special projects as assigned by the President and CEO.
• Maintains the highest standards of professional integrity and confidentiality.

Knowledge, Skills, and Abilities
• Knowledge of issues related to Foundation initiatives and awareness of innovative solutions, policies and trends specifically in the field of aging and older adults.
• Knowledge or familiarity with healthcare delivery models and the supportive services relevant to older Americans.
• Knowledge of the physical, psychosocial, and emotional needs of older Americans managing multiple chronic conditions or living at or near poverty.
• Knowledge of research study design and ability to co-author or author reports, studies, manuscripts, blogs, opinion pieces, etc.
• Knowledge of how to assess the leadership, track record, fiscal health and capacity of a nonprofit organization.
• Knowledge of computer applications including GIFTS and online research sources.
• Skill as a leader, facilitator and/or convener in a role that produces desired outcomes.
• Skill in building significant relationships and collaborations with key stakeholders.
• Skill in delivering exceptional professional written and oral communication.
• Skill in balancing multiple priorities and multiple deadlines.
• Ability to plan and think strategically about grant program design and implementation and set realistic goals and objectives.
• Ability to work creatively and enthusiastically with initiative and vision.
• Ability to work independently and also collaboratively with both peers and superiors in a small, team-oriented office environment.
• Ability to attend events on nights and weekends and travel outside the San Diego region (about 10% of the time).

Education and Experience
• Bachelor’s Degree required, Master’s Degree preferred. Experience and/or proven track record in gerontology, geriatrics, nursing, social work or related fields required.
• Five or more years of leadership experience in the nonprofit sector required. At least three years of experience in a grantmaking setting is strongly preferred.
• Relevant experience with concept, development, planning and implementation of programs and/or projects.
**Compensation**

- Salary is competitive and commensurate with background and experience.
- The Gary and Mary West Foundation's benefit package includes medical, dental, vision, life, short and long term disability coverage as well as AD&D and flexible spending account benefits and a generous matching 403(b) plan.

**How to Apply**

- Send a résumé and cover letter explaining how your skills fit the position to the Gary and Mary West Foundation attention: “President and CEO.”
- Email your information to info@gmwf.org (include subject line: “[your name] Program Officer Position”). No phone inquiries will be accepted.
- The Gary and Mary West Foundation will acknowledge receipt of your application and will contact you if there is interest in conducting an interview or a desire for additional information such as references or salary history.