

University of Wisconsin - Madison

Position Vacancy Listing

PVL # 81172

Working Title:

Program Officer

Official Title:

SR ADMIN PRGM SPEC(R07BN)

Degree and area of specialization:

A Bachelor's degree is required. The completion of an advanced degree is strongly preferred (e.g., M.A., M.P.H., M.S, J.D., M.B.A.).

Minimum number of years and type of relevant work experience:

At least ten years of experience in health policy, program evaluation, biomedical sciences, health care research and analysis, community health interventions or education in a community, university - preferably a medical school - or health care setting. Experience required in managing a grants program, including pre- and post-award processes, providing technical assistance to faculty and community applicants and grantees, and overseeing a committee or group responsible for the grant review and decision making processes. Preference will be given to candidates who have experience designing, managing and evaluating competitive grant programs.

Principal duties:

The Wisconsin Partnership Program (WPP) promotes health research, education, practice, and policy through its grants-making programs for the University of Wisconsin School of Medicine and Public Health. The awards support healthcare and prevention initiatives aimed at improving health status and reducing morbidity, mortality and health disparities in Wisconsin. The WPP was created as a result of an endowment provided by Blue Cross/Blue Shield United of Wisconsin dedicated to improving the health of the people of Wisconsin. Approximately \$14 million of endowment income is awarded annually to public and community organizations and faculty through the WPP's regular grant-making processes and funding initiatives. Since 2004, the WPP has awarded 369 grants for over \$155 million.

Duties:

This position manages grant programs and processes in assigned areas, including developing Requests for Proposals and related review criteria, working closely with applicants and grantees and conducting analysis of grant outcomes to ensure that goals of grant programs are met. Participate with the WPP staff and the Oversight and Advisory Committee to determine specific grant priorities; develop focused grant-making and/or special funding initiatives; and oversee the implementation and

evaluation of these efforts.

Using results such as health outcomes and practices, health status, mortality and morbidity rates, apply program criteria to identify and seek out potential applicants and develop and provide training on the WPP application guidelines, policies and procedures. Provide interpretation, advice and assistance to community organizations and academic partners on the program priorities and requirements.

Prepare written summaries and analysis documents to aid in the evaluation of applications; including assessment of alignment with program priorities and guidelines, strength of proposal relative to the goals of the WPP, dollars invested and applicant capacity to conduct the project. Establish grant review committees and present information to Oversight and Advisory Committee and WPP administrators on recommendations for funding determinations.

Serve as the WPP's principal contact with grantees in assigned areas; provide programmatic and financial analysis of active grants to ensure that funds are being utilized within the WPP compliance guidelines, contracts, and policies and procedures. Develop and present grantee orientation; make recommendations for the preparation and receipt of agreements and compliance documents including, IRB protocols, HIPAA, and other regulatory documents as appropriate. Maintain frequent contact with grantees and make site visits on a regular basis.

Monitor grantee progress by reviewing interim progress and final reports, regular financial reports, and work plans. Prepare oral and written compliance and grant monitoring reports for the Oversight and Advisory Committee and WPP administrators on grant progress, activities and outcomes for presentation of impact on improving health status and reducing morbidity, mortality and health disparities in the State. Recommend solutions and adjustments to re-focus and strengthen project outcomes to meet expectations. Prepare outcome reports on assigned grants and plans for dissemination.

Manage the agenda of the Oversight and Advisory Committee and maintain frequent communication with members and respond to their requests and suggestions.

Participate in the drafting of the WPP's Annual Reports and Five-Year Plans to include the design, implementation, and communication of a comprehensive evaluation of the WPP and its grant categories.

Collaborate with WPP staff to ensure successful grant outcomes and excellent stewardship of the WPP's funds.

Perform other duties as directed by the Director of the WPP.