

MARTHA MONTAG BROWN & ASSOCIATES, LLC

Consultants In Executive Search - Placing Leaders With A Purpose

**PROGRAM OFFICER
(BETTY IRENE MOORE NURSING INITIATIVE)**

July 20, 2011

The Opportunity - An Overview

The Betty Irene Moore Nursing Initiative, a significant focus area of the Gordon and Betty Moore Foundation, **is seeking a Program Officer with exceptional strategic planning and relationship management skills to lead its nursing workforce strategy.** This is an exciting opportunity for an individual who is interested in impacting the nursing workforce and healthcare system through strategic philanthropy.

The Betty Irene Moore Nursing Initiative (BIMNI) has a goal of improving the quality of nursing-related patient outcomes in Northern California through a cutting-edge, data driven approach. The Initiative is a \$150 million effort over ten-plus years that seeks to accomplish its goals by working with grantees and other stakeholders to develop a larger, more highly skilled registered nursing (RN) workforce by implementing more effective hospital practices and by improving care transitions.

The Program Officer will be responsible for leading BIMNI's workforce strategy that has the goal of developing a nursing workforce well positioned to provide high quality care and positively impact healthcare outcomes. The Program Officer will execute an overarching strategy and implementation approach in this focus area through grants, convenings, collaboration with external stakeholders (including other funders), and other activities (including an annual speaker series). The Program Officer will be responsible for a portfolio of nursing workforce grants, including select grants in other Initiative areas. The Program Officer's responsibilities will include programmatic monitoring of the Foundation's \$300M commitment to the Betty Irene Moore School of Nursing at the University of California, Davis.

The Program Officer will work collaboratively with the Initiative team and external stakeholders to continuously strength and adapt the overall Initiative's strategies, and as appropriate, identify and evaluate ideas for future focus areas. The position reports to the Program Director - BIMNI and is based at the Foundation's Palo Alto, CA offices.

The Gordon and Betty Moore Foundation

Established in September 2000, the Gordon and Betty Moore Foundation seeks to develop outcome-based projects that will improve the quality of life for future generations. The Foundation's science-based, results-driven orientation stems from the principles and interests of Gordon and Betty Moore. The Foundation operates proactively in three specific areas of focus—environmental conservation, science, and the San Francisco Bay Area (which includes the Betty Irene Moore Nursing Initiative and the Foundation's commitment to the Betty Irene Moore School of Nursing at UC-Davis)—where a significant and measurable impact can be achieved.

Each Initiative at the Foundation is grounded in a specific theory of change (a rationale for why strategies and activities are selected and a detailed explanation of how they will produce positive transformations) which informs the Foundation's grantmaking and mobilizes grantees and stakeholders to achieve shared goals. An Initiative employs a portfolio of grants that are expected to help achieve targeted, large-scale outcomes in a specific time frame.

The Foundation currently supports five Board-approved initiatives: Andes-Amazon, Betty Irene Moore Nursing Initiative, Marine Conservation, Marine Microbiology, and Wild Salmon Ecosystems; four institutional commitments: California Institute of Technology, Conservation International, the Thirty-Meter Telescope, and the Betty Irene Moore School of Nursing at UC-Davis; and additional special opportunities in the three program areas of focus. More information is available at www.moore.org.

The Betty Irene Moore Nursing Initiative

The Betty Irene Moore Nursing Initiative seeks to improve patient safety and quality by improving hospital care and care transitions. To do so, the Initiative seeks to create a replicable regional model for improving nursing-related patient outcomes through development of a larger and better prepared RN workforce and implementation of evidence-based practices.

BIMNI supports programs to:

- Ensure a sufficiently large and well trained nursing workforce. BIMNI is supporting approaches to enhance nursing school curriculum, maintain educational capacity (e.g., new nurse educators), and develop a workforce well positioned to provide high quality patient care.
- Implement evidence-based practices in local hospitals. BIMNI supports the implementation of evidence-based practices through an inter-disciplinary approach with frontline RNs playing a key leadership role.
- Create systems to support patient safety. BIMNI is working to implement standardized system-wide best practices, improved work processes, and an organizational focus on patient safety in its target hospitals.
- Improve transitional care. BIMNI is supporting the development and dissemination of models to improve transitional care, with the goal of reducing preventable readmissions, with a particular focus on senior Heart Failure patients.

The Initiative is currently working in the San Francisco Bay Area counties of Alameda, Marin, San Francisco, San Mateo and Santa Clara and the Greater Sacramento counties of Amador, Nevada, Placer, Sacramento and Yolo. The Initiative team also makes a small number of grants outside of these areas to support research and new approaches that will benefit its target geographies.

Key Responsibilities

This Program Officer will work closely as part of the overall BIMNI team and will have specific responsibilities for:

- Strategy Implementation
 - Grant Portfolio Management. Manage portfolio of active grants, including tracking grant milestones, reviewing grant reports for performance against outcomes, and authorizing grant payments. Partner with grantees and other stakeholders to identify and resolve challenges in projects achieving grant outcomes. Identify opportunities to maximize grant portfolio impact through grantee and stakeholder collaboration.
 - Grant Development. Identify and develop high-impact grants aligned with Initiative strategies and leading to achievement of specific outcome goals. Serve as grant lead on selected grants, which includes working with grantees, coordinating work of cross-functional grant team to complete pre-grant due diligence, and writing internal grant documents. Lead all stages of grant development, from idea generation to completion of supporting work plan and grant documents. As needed, develop nursing and healthcare grants outside of nursing workforce strategy.
 - Dissemination. Identify and implement opportunities to disseminate strategic approach and programs locally and nationally, including partnership with other funders and national organizations.
- Strategic Planning. Partner with Program Director and team members to develop and implement strategies to achieve specific short-term and long-term Initiative outcomes. Collaborate with Initiative team to continuously evaluate and refine Initiative strategies and implementation of strategies. As appropriate, partner with Program Director and team members to identify and evaluate new potential areas for future Foundation investment.
- Reports and Communications. Work with Program Director and team members to prepare reports and presentations updating the Chief Program Officer, Foundation Leadership and Board on Initiative grant-making performance.
- Financial Oversight. Proactively manage grant portfolio's short-term and long-term financial budget.

- Stakeholder Engagement – Internal and External. Work collaboratively with the Initiative team and with the external stakeholder community. Convene stakeholders to identify and address common issues and solutions. Represent the Foundation and Initiative publicly regarding Initiative strategies, funding, and impact.
- Content Expert. Serve as Initiative content expert in grant portfolio area, including organizing and synthesizing supporting data and new findings for internal team and external stakeholders. Participate in conferences, seminars and other professional development activities to maintain and enhance expertise.
- Teamwork. Contribute to and participate in internal Foundation teams and carry out other responsibilities as determined by Initiative and Program leadership.

Qualifications

The ideal candidate is an individual with a Master’s degree or PhD in a relevant field and healthcare experience who has: 1) a sophisticated understanding of healthcare delivery systems; 2) strong business acumen; 3) comfort working on data driven, evaluation-focused projects; and 4) demonstrated knowledge and/or experience in addressing healthcare workforce issues.

The ideal candidate also should possess outstanding strategic and evaluation skills, have a track record working on complex partnership or multi-stakeholder projects, have specific domain knowledge in the area of the healthcare workforce, and have a passion for making improvements to the healthcare system.

Core Qualifications

- A Master’s or Doctorate degree in a relevant field (Public Health, Health Services Research, Business, Economics, Nursing, Social Work, etc.) is required.
- A background in healthcare (5-7 years) such as work in a provider organization, health services research, healthcare improvement organization, direct clinical practice, healthcare education, administration, healthcare consultancy, and/or in the pharmaceutical or medical products sector.
- Demonstrated ability to plan and think strategically/creatively about program design. Track record of identifying and developing new programs preferred.
- Strong project management skills, with demonstrated ability to manage large projects and budgets, set realistic goals and objectives, and balance multiple priorities. Experience in handling multiple priorities effectively, with high tolerance for ambiguity and excellent time management skills.

- Ability to assess the leadership, track record, fiscal health and capacity of an organization or institution to lead a proposed program or project.
- Strong written and oral communication skills, including ability to synthesize material and to identify major opportunities in a specific area.
- Demonstrated strong interpersonal skills, with ability to develop productive relationships with colleagues, grantees, stakeholder and other. Collegial and energetic working style.
- Financial analysis and statistics skills, including proficiency with Excel.
- The personal presence to represent the Foundation in diverse forums and independently develop and maintain relationships with diverse stakeholders. Ability to partner with diverse stakeholders in an effective and respectful manner.
- Demonstrate comfort with and experience in public speaking and meeting organization/facilitation.
- Personally motivated to support the Foundation and Initiative's mission and goals.
- Ability and interest in traveling to local and out-of-town grantee meetings, site visits, and national conferences.

Application Process

Interested applicants should send a cover letter, resume and salary information by **email** to:

Martha Montag Brown & Associates, LLC

www.marthamontagbrown.com

Email: Martha@marthamontagbrown.com

Phone: 818.790.8873