

## **Employment Opportunity: The Susan Thompson Buffett Foundation (STBF)**

**Position Title:** Program Associate, US Programs

**Reports To:** Senior Program Officer, Health Professional Education

**Job Location:** Omaha, Nebraska (non-negotiable)

**Deadline for Application:** Position open until filled

**Start Date:** Negotiable, those graduating in spring 2017 welcome to apply

**To apply:** Send cover letter and resume or CV to: [admin@stbfoundation.org](mailto:admin@stbfoundation.org)

### **Background**

The Susan Thompson Buffett (STB) Foundation 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. The U.S. Programs divides its grants across three portfolios: Social Change, Service Delivery, and Health Professional Training. We seek to recruit a Program Associate to join the Health Professionals Training Portfolio.

### **STB Foundation Culture and Values**

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 that we constantly challenge ourselves and our grantees to “think big,” but to do so critically and carefully – by questioning, piloting, reflecting, learning, and putting learning 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. We seek to work with our grantees thoughtfully and with humility.

### **US Programs Associate Job Description**

The Program Associate will provide project and administrative support for the development and monitoring of the Health Professionals Training Portfolio, reporting to the Senior Program Officer. Because of our relatively small staff size (both the US Team and the Foundation’s), our success depends on highly qualified individuals who work well independently and who, at the same time, thrive in a team setting, with our Program staff, and with grantees. Each member of the US Team proactively contributes to shaping the Unit’s direction. This position has the opportunity for growth within the health professionals training portfolio.

Perhaps the most rewarding, yet challenging aspect of this job is that the support to staff and grantees is too diverse to capture fully with a succinct list of “duties and responsibilities.” The following are some of the types of duties this position will encompass:

- Act as liaison for routine communications with health professionals training grantees, including but not limited to, staying current on projects, answering

questions, working with the US team's program assistant to ensure smooth and timely processing of grants and grant renewals, and discussing timing and content of proposals and reports directly with grantees

- Monitor and analyze programmatic data with Senior Program Officer, identify areas of excellence or for improvement with grantees
- Review grantee programmatic and financial reports and prepare appropriate project monitoring reports
- Conduct literature reviews and research specific topics as assigned by the Senior Program Officer
- Track and update the health professionals training programs budget and assist in budget planning
- Organize meetings, internally and externally (advisory meetings, site visits, grant meetings, etc.) and help prepare materials such as agendas, minutes, reports
- Attend strategy meetings and site visits with program staff
- Contributes to planning and strategy discussions with the US Programs Team
- Works to keep projects on track and monitors work flow and timelines for the Senior Program Officer
- Takes the initiative in identifying and participating in opportunities to learn about the field so as to continually improve critical thinking skills
- Travel as requested

### **Qualifications**

Our ideal candidates will have a passion for the Foundation's mission, possess relevant academic training and a demonstrated understanding of programmatic assessment. We seek applicants with sterling professional integrity and a strong work ethic. This job requires individuals who know how to work confidently and with humility.

Qualified applicants must have a degree at the master's level or at least 2 year's relevant experience. They must also possess either classroom or real world experience in program evaluation; analyzing data; interpreting results; and applying lessons learned, preferably in the fields of public health, public policy, and the social or health sciences. Demonstrated experience working with both quantitative and qualitative data is required. Familiarity with Excel, Stata, or other statistical program a must. Prior experience working in an academic medical environment preferred but not required.

Applicants must be willing to travel as needed.

### **Location**

This position will be based in Omaha, Nebraska in the heart of the United States. Omaha is a midsize city replete with opportunities for those who enjoy the outdoors, art, and good local food and music. Residence in Omaha is non-negotiable. Non-US citizens must have a valid US 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 to Omaha is offered.

**Application process and deadline**

Position open until filled, anticipated interview dates in February or March 2017. Applications without a cover letter will not be reviewed. References, writing samples and other information may be requested at a later date. Finalists will be invited to interview in-person at the Foundation.