

Position opening: Program Officer, the Jacob and Valeria Langeloth Foundation

Available beginning September 8, 2008

This NYC-based foundation's annual grant-making program of approximately \$5 million focuses on the concepts of health and well-being. The Foundation's purpose is to promote and support effective and creative programs, practices and policies related to healing from illness, accident, physical, social or emotional trauma and to extend the availability of programs that promote healing to underserved populations.

Reporting to the Foundation President, the Program Officer is the primary outreach staff person for the Foundation to community-based organizations and other potential grantees. S/he oversees the relationship of the grantee to the Foundation from the inquiry through the reporting phases, including the letter of intent, proposal, review, and technical assistance aspects.

The essential qualifications for the position include: the ability to manage varied and complex tasks and to create and adhere to demanding production schedules; the ability to work independently as well as collaboratively with a small staff of co-workers, consultants, Directors and grantees; a demonstrated and compelling interest in individual and community health, with an emphasis on the underserved; excellent oral and written communications skills; strong computer skills; ability to travel; patience, flexibility and good humor. A Masters-prepared candidate is preferred, although those with significant and related experience are encouraged to apply.

The Langeloth Foundation is an equal opportunity employer. Applicants who have worked at the community level and persons of color are particularly encouraged to consider this position. The Program Officer salary will be commensurate with his/her experience, in keeping with the field's standard. The Foundation offers comprehensive health care and a generous benefits policy.

To apply, please submit a letter explaining your background and interest in the position and an indication of your salary scale, plus your resume and three professional references to:

Melissa Houston
Jacob and Valeria Langeloth Foundation
521 Fifth Avenue, Suite 1612
New York City, New York 10175-1699

Or to:

mhouston@langeloth.org

Please indicate "Program Officer Applicant" on the subject line and include your cover letter and resume as attachments. The closing date for applications is July 18, 2008.